Bachelor of Hotel and Restaurant Management

Course Description

HRM 201 (5)  Principles of Food Selection and Preparation with Nutrition – This course studies the principles involved in the selection, preparation and cooking of different classes of food to ensure proper nutrition and value. It discusses the chemical composition of different food, their structure and their reaction to different cooking processes. The art of food presentation is also emphasized.

HRM 202 (3)  Introduction to Hospitality Industry – History and development of the hospitality industry, including food beverage, and lodging management.

MATH 201(3)  Business Mathematics – This course provides students with a solid knowledge of math with emphasis on the understanding of concepts and development of manipulation skills. It covers a review of basic arithmetic operations, sets, real number system, special products and graphs, determinants, progressions, theory of equations as applied to business problems.

BMGT 210 (3)  Computer Application for the Hospitality Industry – Provides students with hands-on experience with a number of restaurant-specific computer software packages. Special emphasis is placed on how the technology can be used to enhance management decision-making, cost control, marketing and service to the guest.

HRM 203 (5)  Principles of Safety Hygiene and Sanitation – This course is designed to introduce the students to the value of safety, sanitation and hygiene principles and sound practices. It provides an orientation on the various categories of hazard such as garbage disposal procedures, pest management and accident prevention in the establishment and factors involved in food safety, to prevent outbreak of food-borne illness and intoxication. Using the Hazard Analysis Critical Control Point (HACCP) as guidelines, the students are oriented towards the proper handling of food from preparation, production to service.

HRM 204 (5)  Culinary Arts 1 (Asian Cuisine) – This course aims to provide the students with practical and theoretical knowledge about basic Asian culinary, food preparation and food presentation. It also provides the opportunity to apply the theoretical knowledge into practices commonly found in an operational environment.

HRM 205 (5)  F & B Procedures (F&B Service) – This course provides students with the knowledge, skills and attitude necessary to perform the duties, tasks, and steps required of Food and Beverage Service Attendant in the various food and beverage outlets. It also provides students with sufficient knowledge to make decisions about food and wine services, styles, procedures and workflow in a hospitality environment.

HRM 206 (3)  Hospitality Operational Management – This course provides students with necessary knowledge, skills and attitude to analyze, interpret and manage the departmental operation for the food and beverage and the rooms division of a hospitality establishment.
HRM 207 (5) Housekeeping Procedures – This course is designed to provide students with the knowledge, skills and attitudes to perform housekeeping duties and be qualified as Housekeeping attendant.

TRM 201 (3) Principles of Tourism 1 – This course provides an introduction to the study of tourism, where tourism is examined from the perspectives of a phenomenon, the major factors that contribute to its development, growth and decline both in the world and in the Philippines are analyzed. As an industry, the course looks at the various sectors that comprise the tourism system and how they interact with each other. As a field of research, major tourism theories are introduced. Basic definitions and concepts relating to tourism’s political, environmental, economic and cultural impacts are also discussed.

TRM 202 (5) Principles of Tourism 2 – This course presents a comprehensive survey of the major players that comprise the tourism industry and how they relate with each other. The nature and distinctive aspects of tourism are discussed and linked to specific business strategies. The major sectors (business, government, and voluntary organizations, etc.) are defined and classified. The commercial sectors are examined in terms of typical organizational structures and major functions of divisions within the structure are described. Impacts of macro-environmental trends and events on each sector and the corresponding qualifications for the jobs.

HRM 208 (3) Banquet Function and Catering Service Procedures – This course provides the students with opportunity to practice skills used during restaurant, bar and functions operations and to evaluate various rituals, procedures and techniques commonly found in an operational environment.

BMGT 201 (3) Management Information Systems – This course provides an overview of the elements of Management Information Systems in general and hospitality/tourism in particular covering technology to develop student’s knowledge of hardware, software, communication technology, database concepts and types of computer configurations currently used in the hospitality/tourism industry.

BMGT 202 (3) Basic Economics – In this course, students learn the various economic questions, economic methods, and the market as well as basic economic concepts such as elasticity, price regulation and consumer choice. General topics include basic market analysis, consumer behavior, theory of the firm, market structures, general equilibrium, production and the firms’ economic policies, market structures-monopolistic competition and oligopoly, and welfare economics. It also covers a study of national economic issues and measures of performance. Students are introduced to problems pertaining to unemployment and inflation, expenditure decisions, aggregate demand management, unemployment, trade balances, income distribution, fiscal and monetary policies and the global environment (international trade, globalization of markets, foreign exchange controls, trade restrictions regional and international trade agreements, etc).

BMGT 203 (3) Total Quality Management – This course aims to enable participants to recognize and assess quality management processes in a hospitality and tourism organization and to evaluate departmental processes and planning strategies.
HRM 209 (5) Front Office Procedures – This course is designed to provide students with the knowledge, skills and attitudes to perform front office and reception duties and be qualified as a Front Office Attendant in any lodging establishments.

TRM 203 (3) Tourism Planning & Development – This course presents an overview of the tourism planning process, contemporary models of tourism planning and development (with emphasis on sustainable tourism principles), various levels of tourism planning and the roles and responsibilities of stakeholders such as government, industry, non-governmental organizations and local communities. Discussions will also be made on the impact of the General Agreement on Trade and Services (GATS) on Philippine tourism. The subject explores the effect of legislation and government policies on tourism development at the national and local levels. Methods for soliciting local participation in tourism planning are also taken up. The impacts of tourism on the natural environment, local and regional economies and on local communities are discussed as well as mitigating strategies. Case studies in the Philippines are emphasized. The subject may include a field trip component.

BMGT 204 (3) Business Finance – This course presents the principles of financial management for short and long-term planning that includes topics relevant to decision-making and essential to the financial condition of the enterprise. Topics include cash flow, management, budgeting, capital budgeting, and concept of interest.

BMGT 205 (3) Principles of Marketing – In this course, the students learn about the design, development, implementation and evaluation of comprehensive marketing plan; product analysis; market analysis; market positioning strategies; goal strategies; program formulation; marketing tactics and practices; decision-making in terms of product, place, price and channel or distribution; mixers for tourism attraction and service.

HRM 210 (3) Introduction to Research in HRM – This is an introductory course intended to adequately equip students with the necessary knowledge and understanding of the basic concepts and principles in methods and research. It also provides the necessary skills in the use of various techniques and procedures in the planning and writing hospitality research proposal.

HRM 211 (3) Rooms Division Management & Control System – This course presents an understanding of the necessity for controls in Rooms Division and of the requirement to supervise the operations of a hotel front office and housekeeping.

HRM 212 (3) Culinary Arts 2 (International Cuisine) – This course enhance the non-formal students of the University Extension and Development Center to explore other opportunities in the Hospitality Industry through International Cookery either part of a bigger organizational or stand alone business through practical application in cooking various international cuisine. It includes laboratory works such as meal planning, purchases, costing, production, presentation with table setting and beverage service.

BMGT 206 (3) Principles of Management – This course is an introductory course in Management exposing the students to the basic expose of infinity. The emphasis would be in the major function of planning, organizing, staffing, directing, and controlling as they apply to day-to-day business activity. An orientation towards hospitality industry and the importance of human resource development is incorporated into the discussion.
HRM 213 (3) Food and Beverage Control System – This course will enable students to develop knowledge, skills, attitude in food and beverage control systems and to efficiently and effectively plan menus at profitable prices, taking into consideration constraints, preparation and other variables affecting food and beverage outlets.

HRM 214 (3) Banquet and Catering Management – This course provides students with skills and knowledge required to analyze, interpret and manage the departmental operation for the food and beverage division of a hospitality establishment.

BMGT 207 (3) Basic Accounting – This course introduces the students to the principles of accounting, interpretation and analysis of financial statements. Students are expected to make inferences based on ratio analysis in problems relating to financial condition of the tourism/hospitality enterprise.

TRM 204 (3) Foreign Language 1 (Chinese) - Students learn to understand spoken Chinese to express simple ideas both orally and in writing, and to read Chinese on an elementary level.

HRM 216 (3) Hospitality Organizational Management – This course provides students with the necessary knowledge, skills and attitudes to apply theories and techniques involved in organizational management of Hospitality Industry.

HRM 217 (3) Personality Development and Human Relation - Introduces students to a range of mores and decorum required to effectively work with other services to international visitors and associates. Various levels of treatment accorded domestic and international dignitaries with specific types of events and accommodation in the hospitality industry.

HRM 219 (3) Facilities Planning and Design – This course is designed toward achieving ion the basics of lodging and foodservice facilities design and layout. Stress is laid on development of efficient workspaces for hospitality operations. It emphasizes space utilization, human factors, ergonomics, environmental concerns and development of workflow patterns with functional areas and the facility as a whole.

HRM 220 (3) Leisure, Sports and Record Management – This course provides students as appreciation of the other components of hospitality and tourism management as travel trends, developments and operators of resorts, hotels, golf courses and country club facilities for leisure, sports and recreation.

HRM 221 (3) Beverage Management with Bar Service – Principles and practices regarding the production, selection, purchasing, storage, and service of beverage alcohol in the hospitality industry.

TRM 205 (3) MICE Management - A study of Meetings, Incentive Travel, Conventions and Exhibitions industry as a vital component of tourism and an introduction to the various functions, techniques, methods and approaches in the planning and organizing meetings, conventions and exhibitions, overview on incentive travel and its features.

HRM 222 (3) Hospitality Ethics – This course will explore the question of ethics and ethical considerations in hospitality operation specifically in Housekeeping, Front Office, Food and Beverage
functions. It studies the nature, meaning and fundamental concepts of ethics; value systems both human values and core values of the new Filipino; ethical principles of hospitality managers and workers; code of business conduct and ethics for hospitality industry. Through a presentation of ethical decision making framework and facilitation of experiential activities and case studies, this course will help students consider the impact of their own personal values, belief and choices – and those of others – on the critical decision they have to make when addressing issues related to finance, operations, customers, employees, and just about every aspect of the jobs.

BMGT 208 (3)  Entrepreneur and Business Planning – This course deals with the identification of opportunities and market for hospitality/tourism ventures. Students follow the outline of a feasibility study that includes technical, legal, marketing, and financial aspects of developing an enterprise.

TRM 206 (3)  Foreign Language 2 (French) – Students learn to understand spoken French to express simple ideas both orally and in writing, and to read French on an elementary level.

BMGT 209 (3)  Human Behavior in Organization – This course introduces the students to the factors affecting the behavior of individuals and groups in an organization. Various theories and models of organization, work group behavior, motivation in life and work, and human relations among others are discussed and related to organizational practices and phenomena.