

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

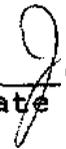
COURSE OUTLINE

Course Outline: HOSPITALITY ADMINISTRATION
Code No.: HMG 212
Program: HOTEL & RESTAURANT MANAGEMENT
Semester: IV
Date: JANUARY, 1986
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New:

Revision

APPROVED: Chairperson


Date <M^ 'Iffc

HOSPITALITY ADMINISTRATION

HMG 212

Course Name

Course Number

TEXT; "Gallery Operational Manual"
"Job Descriptions - Gallery"

REFERENCE: Texts used in Food Service I and II, Personnel Management - Supervisor's Survival Kit, Library - Theme - Ethnic - Menu Planning Texts,

OBJECTIVES:

- 1) Practical application of theory developed in the techniques discussed in managing and supervision of Gallery personnel.
- 2) To introduce the student to the practical application of planning, organizing, communicating, and report systems used in Hotels and Restaurants.
- 3) To develop in the student an ability to plan, organize, execute a function of his/her choosing and become aware of the acceptability of the idea from his/her peers and the marketplace (theme night).

METHOD:

- 1) Students will be rotated through various supervisory positions in Gallery operation.
- 2) Students will be exposed to various types of functions; (luncheons, dinners, buffets, cocktail parties, etc.) and will be expected to plan, organize, and execute their supervisory responsibilities within the guidelines established.
- 3) The student will be expected to choose a theme night. Research, plan, organize and motivate his/her peers to the successful completion of the event according to the evaluation sheet distributed.

METHOD:

Written report of his/her Theme Night based on evaluation sheet topics and future recommendation.

ATTENDANCE:

The criteria used is one of employer/employee. To maintain a semblance of true work environment and ensure the proper administration of service in the Gallery, absence from meetings, functions, and prescribed scheduled duties will forfeit the student's right to continue in the course due to his/her unreliability. (3 labs or Gallery functions over a semester will be graded incomplete and student would have to repeat).

EVALUATIONS:

- 1) Direct application of personnel management theories.
- 2) Application of sales techniques taken in Banquets and Convention Sales
- 3) Adherence to standards and job descriptions of Gallery Management.
- 4) Gallery Theme Night - see specific evaluation of event.
- 5) At various times in term, special events may arise and evaluations of these functions will contribute to the student's term grade.