

**LORMA COLLEGES**  
**COLLEGE OF MANAGEMENT AND ACCOUNTANCY**  
**BACHELOR OF SCIENCE IN HOTEL AND RESTAURANT MANAGEMENT**  
*Effective S.Y 2011 – 2012*

**COURSE DESCRIPTION OF MINOR BUSINESS EDUCATION AND  
MAJOR/PROFESSIONAL SUBJECTS**

**GENERAL EDUCATION SUBJECTS**

HUMANITIES CLUSTER

Engl. 1: Study and Thinking Skills

***Prerequisite:*** None

***Credits:*** 3units

This course aims at developing habits of thinking, listening, reading and writing skills. Emphasis is laid on mastering of basic grammatical structure in English.

Engl. 2: Writing in the Discipline

***Prerequisite:*** Engl. 1

***Credits:*** 3 units

This course aims to reinforce and broaden the students' listening, speaking, reading and writing skills. It deals with the forms of oral communication, building word power, sentences construction, paragraph composition writing and preparing a term paper.

Engl. 3: Speech and Oral Communication

***Prerequisite:*** Engl. 2

***Credits:*** 3 units

This course provides for the improvement of skills needed in oral interchange between people. It includes a study of the mechanics of oral communication and public speaking, the principles underlying the performance of each form and great deal of opportunity for intensive practice.

Engl. 4: Literature

***Prerequisite:*** Engl. 3

***Credits:*** 3 units

This course presents a survey of the World and Philippine Literature in English, from its beginning to the present with an emphasis on the different types of genres. The literature of the different regions of the World and the Philippines, whether in native or foreign languages.

Fil. 1: Komunikasyon sa Akademikong Filipino

***Prerequisite:*** None

***Credits:*** 3 units

Ang Filipino 1 ay isang metalinggwistik na pag-aaral sa gamit ng akademikong Filipino sa iba't ibang sitwasyon at larangan. Sa paraang interdisiplinaryo at interaktibo,

inaasahang mauunawaan at malilinig sa mga studyante ang mga kailangang kaalaman at kasanayan sa paggamit ng Filipino sa lalong mataas na edukasyon.

Fil. 2: Pagbasa at Pagsulat tungo sa Pananaliksik

**Prerequisite:** Fil. 1

**Credits:** 3 units

Nagbibigay ng fokus ang kusong ito sa pagbasa at pagsulat bilang instrumento sa pagkatuto. Pag-aaralan dito ang mga estratehiya sa kritikal na pagbasa ng iba't ibang genre ng mga tekstong nakasulat. Idedebelop din ang mga kasanayan sa pag-unawa lalo na ang kasanayan sa pagsulat ng iba'ibang akademiko. Magiging batayang paksa ang ukol sa Humanidades, Agham Panlipunan at Agham Teknolohiya.

Hum. 1: Introduction to Music and Art Appreciation

**Prerequisite:** None

**Credits:** 3 units

This course highlights the visual arts, music and dance, literature drama and the film as special friend of the humanities. It also present to the students the importance of the human being, his thoughts, and feelings, and how he express those feelings and emotions through the manifestation of the arts. It also makes the students aware of the importance of arts and its vital role to ones life. Hence, this course aims to enable students and teachers to plan creative activities and to projects individual lifestyle.

## MATH/SCIENCE CLUSTER

Math 2a: Business Math

**Prerequisite:** None

**Credits:** 3 units

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.

Math 3a: Business Statistics

**Prerequisite:** Math 2a

**Credits:** 3 units

In this course, the students learn the basic concepts of statistics and how to use statistical methods with emphasis basically on descriptive statistics. It also deals with the fundamentals of probability, probability distributions, and the use of statistical inference such as interval estimation and testing hypothesis through shi-square and analysis of variance. Regression and correlation analysis and forecasting methods are also taken up as statistical tools in problems related to business and economics. The students also learn how to use statistical presentations as an aid to reporting information and to use computers to generate statistical presentations of data.

Nat. Sci. 1: Environmental Science

**Prerequisite:** None

**Credits:** 3 units

The course provides an integrated coverage of the basic concepts and principles of Ecology and the major human implications of these concepts. This involves a holistic approach in dealing with man's relationship in his environment. Included are topics on the nature of ecosystems, relations of individuals and populations, the major communities and man's impact on environment.

This course also discusses a familiarization and orientation on the basic environmental management system, principles of environmental assessments and monitoring systems, and the Impact of Human on Environment.

Comp. 1: Basic Computer

**Prerequisite:** None

**Credits:** 3 units

The course deals with the fundamental concepts of computer. It consists of the introduction to data processing, history of computers and facts about computer developments. It will also cover partly some concepts on word processing and introduces the Turbo Basic language

Comp. 2: Basic Programming

**Prerequisite:** Comp1

**Credits:** 3 units

Basic programming is a course that teaches the student the basic skills on how to make the high technological device known as computer be useful in chosen career. It focuses on how would the device be able to produce organized and presentable reports. It also focuses on how the device is used in calculation or computation process; how the device is used to record large volume of information /profiles and how the device is used as a visual aid in reporting.

HRMT Principles of Safety, Hygiene and Sanitation

**Prerequisite:** None

**Credits:** 3 units

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 illnesses 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.

## **SOCIAL SCIENCES CLUSTER**

Pol. Gov.: Politics and Governance w/ Philippine Constitution

**Prerequisite:** None

**Credits:** 3 units

This course deals with the systematic and comprehensive study of the government, state and the constitution of the Philippines. Primarily it is concerned with how the government operates and its functions to the growth and development of not only the government but also the society in general. A systematic comprehensive careful study of the course makes one aware of the definition and limitation of the power vested in the government and the rights of the people within the state. Furthermore, it enhances nationalistic feeling and cooperation of the people. Knowing the different principles that govern each public affairs and relations help the students realize and feel that they need to take stand in the development of Philippine Society.

Socio. 1a: Society and Culture w/ FP

**Prerequisite:** None

**Credits:** 3 units

This course deals with the Philippine Value System and motivations that help explain people's characteristics, traits and behavior. It includes the family, its role, forms structure and Family Planning methods to help students understand how Sociology shapes the society of the future.

Hist. 3b: Philippine History

**Prerequisite:** None

**Credits:** 3 units

This course deals with the history and government of the Philippines that serves as the guiding charter of the present Philippine government as well as the concerned individuals embodied in it. It reveals not only the kind of leadership, the political experience, the socio-moral values and the cultural heritage that we have, but also the aspirations and details of our country. The details on the history of our country can be shown ancient to present.

**Econ. 1:** Introduction to Economics and Policy w/ Land Reform and Taxation

**Prerequisite:** None

**Credits:** 3 units

This course deals with the study of the behavior of individual economic units. It studies how industries and markets operate and evolve, why they differ from one another, and how they are affected by government policies and global economic conditions. It specifically deals with the concepts of supply and demand in the market, consumer behavior, production and cost, and competition. It also presents a study on the basic principles of economics. The latter part of the course will be focused on Taxation, Land Reform and Comprehensive Agrarian reform.

Psycho. 1: General Psychology w/ DE and AIDS Education

**Prerequisite:** None

**Credits:** 3 units

It is a three unit course which deals with the study human behavior. It is particularly focused on the what, why and how of human behavior. Drug Education and prevention has been incorporated in the subject matter. Practical applications of the different learning experiences conducted with the students.

### **Philo 1: Introduction to Philosophy and Logic**

**Prerequisite:** None

**Credits:** 3 units

This course is designed to introduce students to the basic concepts of logic, and the applications used. It discusses the nature, functions and applications of reasoning, the uses of daily language.

## **MANDATED SUBJECT**

Rizal: Life, Works and Writings of Rizal

**Prerequisite:** None

**Credits:** 3 units

The course deals with the life, works and writings of Dr. Jose Protacio Mercado Rizal. It aims to present to the students the different attribute that made him acclaimed, " Great Malayan". It presents the richness of Rizal's thought and teaching which are his living legacies to the human race. The course further aims to let the students see themselves in Rizal's life they may realize the essence of their being a Filipino and that their national consciousness be awakened and help the Philippine attain greater heights. It is within the aim of this course that these young citizens develop in them a perspective and horizons patterned with that of Rizal that is worth emulating.

## **PHYSICAL EDUCATION**

PE 1: Physical Fitness

**Prerequisite:** None

**Credits:** 2 units

This course includes instruction and practice of alignment positions, facing, posture and gymnastic free hand and other physical fitness exercise and skills.

PE 2: Rhythmic Activities

**Prerequisite:** PE1

**Credits:** 2 units

It includes steps, movements and music related to dance particularly social dances, foreign dances and also the Philippine Folk Dances. These social dances when learned by the students foster camaraderie and sociability among the different members of the society. Learning the foreign folk dances also teach the culture of their foreign brothers. On the other hand, students learning the Philippine folk dances develop patriotism and it also preserves the culture of the early Filipinos. These dances aim to keep individual's suppleness and develop coordination, flexibility and to keep the body graceful.

PE 3: Individual and Dual Sports

**Prerequisite:** PE2

**Credits:** 2 units

Practice in fundamental skills and study rules in Badminton, Table Tennis and other Individual and Dual Sports.

PE 4: Team Sports

**Prerequisite:** PE3

**Credits:** 2 units

This course deals on team sports or events competed or contested among groups or teams.

NATIONAL SERVICE TRAINING PROGRAM

NSTP 1: National Service Training Program

**Prerequisite:** None

**Credits:** 3 units

The Civic Welfare Training Service (CWTS) is one of the three components of the National Service Training Program (NSTP). NSTP is a program aimed at enhancing civic consciousness and defense preparedness in the youth. It is attained by developing the ethics of service and patriotism specifically designed to enhance the youth's active contribution to the general welfare. CWTS 1 is designed to train, encourage and help students to plan, implement and evaluate community projects and activities. This will contribute to the general welfare and betterment of the life of community members that will lead to community development. It is intended for improving health, education, safety, livelihood, environment, entrepreneurship, arts, recreation, morals of the citizenry and other social welfare services.

NSTP 2: National Service Training Program

**Prerequisite:** NSTP1

**Credits:** 3 units

The Civic Welfare Training Service (CWTS) is one of the three components of the National Service Training Program (NSTP). NSTP is a program aimed at enhancing civic consciousness and defense preparedness in the youth. It is attained by developing the ethics of service and patriotism specifically designed to enhance the youth's active contribution to the general welfare. CWTS 2 is a continuation of CWTS 1 designed to train, encourage and help students to organize, plan, implement and evaluate community projects and activities. This will contribute to the general welfare and betterment of the life of community members that will lead to community development. It is intended for improving health, education, safety, livelihood, environment, entrepreneurship, arts, recreation, morals of the citizenry and other social welfare services.

BIBLE

Bible 1: Christian Foundation

**Prerequisite:** None

**Credits:** 3 units

This course introduces a brief study of the Old Testament books, the power of the Bible writing as applied in one's life, the social behavior of man or influences of a group or individual, which affects his personality, leadership, group participation, attitudes and prejudices. It is an analysis of religion as an important institution of society with the emphasis of the life, person and ministry of the Lord Jesus Christ.

Bible 2: Christian Life and Ethics

**Prerequisite:** Bible1

**Credits:** 3 units

This course is a general approach of the study of social religious process in the dynamics of the social system with emphasis of the basic guidelines in social and religious living in a social organization based on scriptural principles. It also introduces the basic knowledge of love, selection and marriage preparation components of marital adjustments, parenting and marital problems.

### **BASIC BUSINESS CORE**

#### **Mgmt 1: Principles of Management**

**Prerequisite:** None

**Credits:** 3 units

This course provides instruction in principles of management that have general applicability to all types of enterprises; basic management philosophy and decision making; principles involved in planning, organizing, leading, and controlling; and recent concepts in management. This course is a thorough exploration that provides students with effective people-management skills that they can use immediately.

Mktg 1: Principles of Marketing

**Prerequisite:** None

**Credits:** 3 units

This course provides the basic concepts and methods of marketing. It provides a comprehensive study on the marketing variables, namely: product, price, place, and promotion.

Fin 1: Principles of Money, Credit and Banking

**Prerequisite:** None

**Credits:** 3 units

This course revolves around the money, credit and banking aspects in the Philippines. Also discussed in detail are the Philippine financial system, time value of money, risk and return, basic concepts in international business and global finance, and the use of accounting information for financial decision-making. The main purpose of the course is to provide students with the basic financial background necessary to understand the corporate segment of the economy.

### **Acctg. 1: Introduction to Accounting**

***Prerequisite:*** None

***Credits:*** 3 units

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.

### **Law 1: Obligations and Contracts**

***Prerequisite:*** None

***Credits:*** 3 units

This unit includes the discussions of the basic principles in obligations and contracts formulation. Discussion will center more on laws included in business management.

### **Bus 1: Business and Professional Communication**

***Prerequisite:*** None

***Credits:*** 3 units

This unit includes the principles and roles of business communication and the need for communication skills in global market. Emphasis on written communications such as standard and persuasive business letters memorandum, informational as well as analytic reports. Studies effective proposals, resumes, and other employment-related documents. Develop professional planning, organizing, and outlining skills as well as editing proficiency.

### **Bus 2: Human Behavior in Organizations**

***Prerequisite:*** None

***Credits:*** 3 units

This course studies the various types of organizational structures, both formal and informal, with special emphasis on the behavior of people within those structures. Topics include organizational communication, worker motivation, leadership, employee attitudes, team dynamics, organizational change & cultural perspectives in the workplace.

### **Bus 3: Management Information System**

***Prerequisite:*** None

***Credits:*** 3 units

This course is designed to provide an overview of information systems concepts along with a working knowledge of some of the most popular software tools currently available.

The course introduces essential components of the information systems in business organizations. The course will expose students to various types of Information Systems in organizations and how systems can support business processes. The course also describes new company (through infrastructure e-commerce) and the technical

foundations of information systems, brief introduction to data base systems, designing and managing information systems for business enterprise. Finally the course discusses how Information Systems be controlled and made be secured.

## **TOURISM CORE**

### **HRMT 1: Principles of Tourism 1**

***Prerequisite:*** None

***Credits:*** 3 units

This course provides an introduction to the study of tourism, where tourism is examined from the perspectives of a phenomenon, an industry and as a field of study or research. As 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.

### **HRMT 3: Total Quality Management**

***Prerequisite:*** Business Core

***Credits:*** 3 units

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.

### **HRMT 4: Culinary Arts and Sciences**

***Prerequisite:*** Business Core

***Credits:*** 3 units

This course aims to provide the students with practical and theoretical knowledge about basic culinary, basic food preparation and food presentation. It also provides the opportunity to apply the theoretical knowledge into practices commonly found in an operational environment.

### **HRMT 5: Principles of Tourism 2**

***Prerequisite:*** Business Core

***Credits:*** 3 units

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 are examined. The course

also identifies the employment opportunities available in each sector and the corresponding qualifications for the jobs.

### **HRMT 6: Tourism Planning and Development**

***Prerequisite:*** Business Core

***Credits:*** 3 units

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.

### **HRMT 7: Events Management**

***Prerequisite:*** Business Core

***Credits:*** 4 units

This course examines the principles of conceptualizing, planning, managing and evaluating meetings, and events and festivals management. Topics include the significance of conventions and events in tourism, event design, project management, methods and evaluation, physical requirements, organizing, promotion and sponsorship. An integration course that applies all the principles of conceptualization or management is recommended to be taken up in the terminal year, whether first or second semester.

### **BSHRM 11: Entrepreneurship and Business Planning**

***Prerequisite:*** Business Core

***Credits:*** 3 units

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.

## **PROFESSIONAL SUBJECTS**

### **REQUIRED**

#### **BSHRM 1: Banquet, Function and Catering Services**

***Prerequisite:*** HRMT 2 - 6

***Credits:*** 3 units

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.

## **BSHRM 2: Food and Beverage Service Procedures**

**Prerequisite:** HRMT 2 - 6

**Credits:** 3 units

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.

## **BSHRM 3: Front Office Procedures**

**Prerequisite:** HRMT 2 - 6

**Credits:** 3 units

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 establishment.

## **BSHRM 4: Housekeeping Procedures**

**Prerequisite:** HRMT 2 - 6

**Credits:** 3 units

This course is designed to provide students with the knowledge, skills and attitudes to perform housekeeping duties and be qualified as Housekeeping attendant.

## **BSHRM 6: Rooms Division Management and Control System**

**Prerequisite:** HRMT 2 - 6

**Credits:** 3 units

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.

## **BSHRM 7: Food and Beverage Control System**

**Prerequisite:** BSHRM 1 - 6

**Credits:** 3 units

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.

## **SUGGESTED FREE ELECTIVES**

### **BSHRM 5: Asian Cuisine 1 and 2**

**Prerequisite:** HRMT 2 - 6

**Credits:** 3 units

To provide the students thru lecture, demonstrations and hands-on application the principles and techniques of Asian Cookery. This includes development of organizational

skills, knife and cleaver dexterity and cooking skills that are particular to Filipino, Chinese, Japanese, Thai, Korean and Vietnamese cuisine.

### **BSHRM 8: Western Cuisine**

***Prerequisite:*** BSHRM 1 - 6

***Credits:*** 3 units

This course explores the preparation of traditional contemporary Western Cuisine specialties with emphasis to their techniques, ingredients and spices. Timing and organizational skills are emphasized.

### **BSHRM 9: Banquet and Catering Management**

***Prerequisite:*** BSHRM 1 - 6

***Credits:*** 3 units

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.

### **BSHRM 10: Hospitality Organizational Management**

***Prerequisite:*** BSHRM 1 - 6

***Credits:*** 3 units

This course provides students with the necessary knowledge, skills and attitudes to apply theories and techniques involved in organizational management of Hospitality Industry

### **BSHRM 12: Hospitality Operational Management**

***Prerequisite:*** BSHRM 1 - 6

***Credits:*** 3 units

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.

### **BSHRM 13: Convention Management**

***Prerequisite:*** BSHRM 7 - 12

***Credits:*** 3 units

This course introduces students to various components of the meetings, conventions, incentives and exhibition industry from both a client's perspective and a hotel management perspective, and to develop the relevant knowledge and skills required for working effectively in this sector.

### **BSHRM 14: Leisure, Sports and Recreation Management**

***Prerequisite:*** BSHRM 7 - 12

***Credits:*** 3 units

This course provides students an 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.

**BSHRM 15: Foreign Language**

***Prerequisite:*** BSHRM 7 - 12

***Credits:*** 3 units

This course will equip the students with a basic knowledge of the chosen language.

**BSHRM 16: Practicum**

***Prerequisite:*** BSHRM 13 - 15

***Credits:*** 10 units

Supervised and educationally directed on the job training. Weekly lectures will relate on OJT experiences with academic program.

This course consists of on-the-job training on the following areas: Housekeeping, Food and Beverage Operations, Front Office, Public Relation, Sales and Marketing, Accounting, Purchasing and Human Resource.