

HOTEL AND LODGING MANAGEMENT

Is Hotel and Lodging Management for me?

The field is for you if you ...

- Enjoy the opportunity to influence work decisions.
- Enjoy working with people.
- Enjoy being in charge and showing leadership.
- Desire a job with a good salary and potential for advancement.
- Can work on several tasks at one time.
- Remain calm during a difficult situation.
- Enjoy a flexible work schedule.
- Have a pleasant and friendly personality.

What skills will I need for this field?

You will need to have ...

- Knowledge of marketing and management skills such as accounting, purchasing, and personnel administration.
- Familiarity with all phases of operation such as front desk, maintenance, housekeeping, food and beverage preparation and service.
- Hotel managers should have a thorough knowledge of business operations. Prior experience is important.
- Knowledge of computer applications is increasingly important.
- Ability to work well with people. Ability to give direction to others.
- Above average verbal and numerical abilities.

What is the work atmosphere like?

In large or small hotels, managers may specialize in one area such as the front office, housekeeping, restaurant, sales or services. In small hotels, the manager (who is often the owner) may do all the work with the help of one or two assistants. Most of the time is spent inside. There are frequent conferences with social groups and participation in community affairs. Weekend, night and holiday work is common.

What are my degree options?

Certificates

Hotel Management
Hotel Operations

Associate's Degree

Associate in Applied Science

Bachelor's Degree

Bachelor's degrees are available by transferring to four-year colleges and universities. For example: Florida International University, Purdue University, or University of Nevada-Las Vegas.

Professional certification

Individuals can best demonstrate abilities in this field by earning certificates and degrees, along with accumulation of experience.

What are my career opportunities?

The outlook for the hotel industry is excellent. Most advance to supervisory or management positions.

What can I do with these degrees?

If you have completed ...

High School Diploma

Housekeeping, Sales Support, Security

Certificate

Beverage Assistant Manager/Manager, Concierge, Dining Room (Attendants, Manager/Supervisor), Front Desk (Clerk, Manager Supervisor), Maître D'Hotel, Reservation Clerk/Supervisor, Room Service Manager, Steward/Executive Assistant

Associate in Applied Science Degree

Banquet (Assistant Manager, Manager), Catering/Catering Service Manager, Concierge,

Convention Services Manager, Dining Room Manager, Food and Beverage (Assistant Controller, Controller, Director), Front Desk Manager/Supervisor Housekeeper, General-Resident Manager, Purchasing Clerk/Agent, Room Service Manager, Sales Manager

Bachelor's Degree

Accountant/Controller, Beverage Director, Catering Director, Convention Services Manager, Director of Guests, Director of Purchasing (Assistant Director, Executive Director), Food and Beverage (Controller, Director), General Resident Manager, Human Resources (Assistant Director, Director), Services/Rooms Division

How can I prepare now?

Recommended courses ...

Math

Algebra 1, Business Math

Science

Chemistry, Computer Systems

Communications

General English, Business Writing, Speech

Occupational Electives

Foods, Hotel and Lodging Management

Recommended Supporting Electives

Keyboarding, Spanish, Psychology

What about my articulated credit?

Check with your high school coordinator to see if you are eligible for articulated credit at College of DuPage.

What should I take in my first semester at C.O.D.?

Hotel 1100: Introduction to the Hospitality Industry
FA 1101: Culinary Arts: Quantity Food Preparation I
CIS 1101: Introduction to Computers

Whom can I talk to for more information?

Business and Technology Division
(630) 942-2592

For more information on the Associate in Applied Science Degree curriculum, see your program coordinator or go to www.cod.edu.