

Stratford University's renewal application to operate as
an out-of-state institution in Maryland in accordance
with COMAR 13B.02.01

OOS RENEWAL

~~MHEG Accounting~~
MARYLAND HIGHER EDUCATION COMMISSION
Application for Renewal Approval for Out-of-State Degree-Granting
Institutions to Operate in Maryland

Please Note: A separate application form must be completed and submitted with all supporting documentation for each proposed location in Maryland. If an additional, new location is being proposed, an Application for Renewal of Approval must be submitted for that location.

PREVIOUSLY APPROVED LOCATION IN MARYLAND.

Please provide the complete mailing address.

210 South Central Avenue, Baltimore, MD 21202

PROPOSED START DATE OF CONTINUED OPERATION. 8/31/2016

Applications should be submitted at least 5 months prior to the proposed start date.

NAME AND ADDRESS OF INSITUTION APPLYING FOR APPROVAL.

Name of Institution: Stratford University

Web Address: www.stratford.edu

OPED Code: 02541205

U.S. Department of Education, Office of Postsecondary Education, ID Code -- Title IV eligibility.

Chief Executives Officer: Dr. Richard Shurtz II

Mailing Address: 3201 Jermantown Road, Fairfax, VA 22030

Telephone: 703-539-6890

Email: rshurtz@stratford.edu

Institutional Liaison: Name and title of the individual who will serve as liaison to the Maryland Higher Education Commission:

Name: Veronica Gogan

Title: Compliance Officer

Mailing Address: 3201 Jermantown Road, Fairfax, VA 22030

Telephone: 703-539-6890 x1026

Email: vgogan@stratford.edu

***** CERTIFICATION *****

I hereby affirm that the answers given in this application and its attachments are accurate and complete and further agree to comply with the *Annotated Code of Maryland* and State regulations governing the operation of out-of-State degree-granting institutions (COMAR 13B.02.01).

8/16/2016 Date
Signature of Chief Executive Officer

Please Submit All Information To:

Maryland Higher Education Commission
Division of Planning and Academic Affairs
6 N. Liberty Street, 10th Floor
Baltimore, MD 21201
410-767-3268
acadprop@mhec.state.md.us

A copy of these regulations can be found at the Maryland Higher Education Commission's web site www.mhec.state.md.us (under Academic Approval Process) along with an on-line application form.

I. DURATION OF APPROVAL

Approval to operate at a previously approved location in Maryland must be renewed annually. However, "during of after the fifth year of operation in Maryland and during any subsequent renewal cycle, an out-of-State institution may apply for approval to operate in Maryland for an extended period of time up to 5 years." COMAR 13B.02.01.08C(1)

If the location for which you are applying has been annually approved for at least five years, do you wish to seek approval to operate in the State for an extended period of time of up to 5 years?
 Yes, we wish to be approved for 5 years.

II. SUPPORTING DOCUMENTATION

Only a complete application can be acted upon. While separate application forms must be completed and submitted for each approved location, the following Supporting Documentation needs to be included only once for each entire package of applications. CHECK EACH ITEM AS ATTACHED.

Catalogs and Other Institutional Publications. COMAR 13B.02.01.20A(1)

Have your catalogs, other institutional publications, or awards changed since they were last submitted? Yes No If yes, please submit new copies.

Application Fee. (Must accompany all renewals) COMAR 13B.02.01.08B(2)

The institution shall submit a non-refundable application fee in the amount of (a) \$7,500 for up to two degree programs and (b) an additional \$850 for each degree program over two programs. The institution's check should be made payable to: Maryland Higher Education Commission. The application renewal fee will be waived for renewals of out-of-state institutions operating at Regional Maryland Higher Education Center.

- Accreditation. (Must accompany all renewals) COMAR 13B.02.01.08B(4)(g)

Provide a copy of the most recent letter of approval (notification) from an organization recognized as an accrediting agency by the U.S. Department of Education. Along with your most recent notification of institutional accreditation, please provide evidence that you are in compliance with that organization's policies and procedures related to off-campus educational activities. If any of your proposed programs require program accreditation provide evidence of that accreditation.

- Registration as an Out-of-State Corporation. (Must accompany all renewals)
COMAR 13B.02.01.08B(4)(f)

To transact interstate business in Maryland, the institution must qualify with the State Department of Assessments and Taxation by making the certification required in the Corporations and Associations Article, §7-202, Annotated Code of Maryland. A public institution is not required to qualify as a foreign corporation. However, a business entity affiliated with a public institution or a private institution (profit or non-profit) must qualify as a foreign corporation. The Foreign Corporation Qualification Form may be obtained from the Maryland Department of Assessments and Taxation, Room 809, 301 West Preston Street, Baltimore, Maryland 21201 or on-line at: www.dat.state.md.us. Once qualified, the institution must provide a copy of the certificate of good standing issued by the State Department of Assessments and Taxation.

- Certificate of Compliance With Fire and Safety Codes (Must accompany all renewals)
COMAR 13B.02.01.08B(4)(o)

Please provide a certificate for each approved location for indicating that the proposed facility has been inspected and is found in compliance with local and State ordinances pertaining to fire and safety.

- Board of Trustees Resolution of Financial Solvency (Must accompany all renewals)
COMAR 13B.02.01.08B(4)(e)

Please provide a resolution from your Board of Trustees addressed to the Secretary of Higher Education stating that your institution is financially solvent.

- Advertisements COMAR 13B.02.01.07D(3)(p)

Are there new advertisements in print format related to your programs in Maryland?
 Yes No If yes, please provide copies of the new advertisements.

- Enrollment Data as Prescribed by the Secretary. (Must accompany all renewals)
COMAR 13B.02.01.08B(4)(q)

Please provide the information requested on the Student Enrollment Data Form found at the end of this application.

- Teach-out Plan (Must accompany all renewals) COMAR 13B.02.01.08B(4)(j)(iv)

The institution must provide a copy of its teach-out plan allowing enrolled students to complete their programs if the institution decides to cease operation in Maryland.

II. APPLICATION QUESTIONNAIRE

This questionnaire, properly completed with supporting documentation, shall serve as an application for approval to operate in Maryland under the *Code of Maryland Regulations (COMAR) 13B.02.01*. It must be completed for each proposed location.

I. Programs.

➤ CURRENTLY OFFERED PROGRAMS.

INSTRUCTIONS: Please enter the requested information on your **CURRENTLY OFFERED PROGRAMS** in the spaces provided below, or create an attachment (labeled "A-1: Current Programs") to this application with the required information.

(a) Provide a list of your currently offered programs at this location. For each program provide the following information: (1) the full title of the program; (2) the degree or certificate to be awarded; (3) the mode of instructional delivery; (4) the number of credit hours (semester or quarter); and (5) whether they are offered at the parent campus.

Program Title	Degree	Mode of Instruction	Total Credit Hours	Offered on Main Campus Yes / No
<i>Example: Organizational Management</i>	<i>M.S.</i>	<i>Classroom</i>	<i>36 sem</i>	<i>Yes</i>
<i>Example: Business Administration</i>	<i>B.S.B.</i>	<i>Distance Ed.</i>	<i>120 sem</i>	<i>Yes</i>
✓ Advanced Culinary Arts	Certificate	Classroom	63	Yes
✓ Advanced Culinary Arts	AAS	Classroom	90	Yes
✓ Baking and Pastry Arts	AAS	Classroom	90	Yes
✓ Hotel and Restaurant Management	AAS	Classroom	90	Yes
✓ Hospitality Management	BA	Classroom	180	Yes
✓ Culinary Management	BA	Classroom	180	Yes
✓ International Hospitality Management	MS	Classroom	54	Yes
✓ Medical Insurance Billing and Coding	AAS	Classroom	90	Yes
✓ Health Information Management	BS	Classroom	180	Yes
✓ Healthcare Administration	BS	Classroom	180	Yes

➤ NEW PROGRAMS

INSTRUCTIONS: Is the institution proposing any new programs at this location? Yes No
 If yes, please enter the requested information in the spaces provided below, or create an attachment (labeled "A-1: New Programs") to this information with your responses to the following for each new program:

(a) Provide a list of the new programs at this location. For each new program provide the following information: (1) the full title of the program; (2) the degree or certificate to be awarded; (3) the mode of instructional delivery; (4) the number of credit hours (semester or quarter); and (5) whether they are offered at the parent campus.

Program Title	Degree	Mode of Instruction	Total Credit Hours	Offered on Main Campus Yes / No
<i>Example: Organizational Management</i>	<i>M.S.</i>	<i>Classroom</i>	<i>36 sem</i>	<i>Yes</i>
<i>Example: Business Administration</i>	<i>B.S.B</i>	<i>Distance Ed.</i>	<i>120 sem</i>	<i>Yes</i>

(b) If the information does not appear in the catalog or publication you submitted provide (1) a description of the curriculum; (2) the objectives of each course; and (3) a course schedule for the proposed location

(c) Please provide a brief description of the student population to be served by the proposed new programs.

2. Educational Need. Before the Commission may evaluate the readiness of an out-of-State institution to operate or award new degrees in the State, including the offering of an instructional program or a degree level not previously approved, the institution shall present evidence demonstrating the educational need to establish operations, offer programs, and award the degrees in question in the State. In addition, the out-of-State institution shall demonstrate that the proposed program, for which the institution is making application, meets a critical and compelling regional or Statewide need and is consistent with the Maryland Postsecondary Education. COMAR 13B.02.01.06A&C

INSTRUCTIONS: Please enter the requested information in the spaces provided below, or create an attachment (labeled "A-2: Educational Need") to this application and respond to the following questions for each new program:

(a) What critical and compelling Regional or Statewide (Maryland) need and demand do your proposed programs meet? In responding to this question provide documentation as indicated below:

(1) If the programs serve occupational needs, present data projecting market demand and the availability of openings in the job market to be served by the new programs for which the institution is making application. This information may include workforce and employment projections prepared by the federal and State governments, the availability of graduates in the State or region, marketing studies done by the institution or others, and material from professional and trade associations.

(2) If the programs serve societal needs (include the traditional liberal arts education), provide a

Description of how the proposed programs will enhance higher education in Maryland and contribute society

(b) If similar programs exist in the State, what are the similarities or differences in your program in terms of the degrees to be awarded, the areas of specialization, and the specific academic content of the programs?

(c) Is a Maryland employer sponsoring/supporting the application for the program(s) to be offered at this location?

Yes No

If yes, please attach a letter of support from the employer addressed to the Assistant Secretary, Planning and Academic Affairs. The letter should outline the employer's reasons for selecting the institution and its programs and state the benefits to the employees who participate in the program

3. Administrative Staff. The out-of-State institution shall provide for an on-site administrative staff responsible for overall administrative operation of educational activities including counseling, advising, testing orientation, financial aid services, and maintenance of academic records. In addition to being responsible for the administration of the policies and procedures of the parent institution, the designated administrators are responsible for meeting the expectations set forth in this chapter [of the Regulatory Standards of the State of Maryland for Out-of-State Institutions]. The duties and size of the staff shall be adequate for the size of the educational activities offered. COMAR 13B.02.01.15

INSTRUCTIONS: Has any previously reported Administrative Staff information changed since your last approval at this location? Yes No
If yes, please enter the requested information in the spaces provided below, or create an attachment labeled (labeled "A-3: Administrative Staff Changes") to this application with any changes to the following questions:

(a) How are you planning to meet the above standard on Administrative Staff?

No changes.

(b) Who will be assigned to carry-out each of these duties? Please include a curriculum vitae/resume for each administrator.

see attached "Current Staff: COMAR 13B.02.01.15"

4. Faculty

INSTRUCTIONS: Has any previously reported Faculty information changed since your last approval at this location? Yes No

If yes, please enter the requested information in the spaces provided below, or create an attachment labeled (labeled "A-4: Faculty Changes") with any changes to the following questions:

(a) List all faculty that are to teach in the first year (or cycle) of the programs at this location. For each faculty member provide the following information: COMAR 13B.02.01.08(4)(m)

- (1) the course(s) the faculty might soon teach;
- (2) the degrees the individual holds
- (3) the degrees areas of specialization; and
- (4) whether or not the faculty member is full-time or part-time (adjunct) at your parent institution

see attached for "Faculty Changes: COMAR 13B.02.01.08(4)(m)"

(b) Please include a curriculum vitae/resume for each potential faculty member. For those faculty who are yet to be hired include a job description and minimal qualifications.

5. Library Resources. Out-of-State Institutions offering programs or courses, or both, in Maryland, shall provide adequate and appropriate library resources within State boundaries and within reasonable distance of the instructional site. Usage statistics shall be kept to determine to what extent these resources are available and accessible. COMAR 13B.02.01.17A

INSTRUCTIONS: Has any previously reported library information changed since your last approval at this location? Yes No

If yes, please enter the requested information in the spaces provided below, or create an attachment (labeled "A-5: Library Changes") to this application with any changes to the following questions.

(a) How are you planning to meet this standard on Library Resources? Briefly describe the types of materials and titles that you will make available to your students and how they will access them. Will there be provision for bibliographic instruction and/or library orientation?

6. Student Services. COMAR 13B.02.01.18 concerns student services and activities. These shall realistically reflect the stated objectives, purposes, and philosophy of the out-of-State institution. Further, an out-of-State institution shall ensure that all students have access to a well developed program of counseling, testing, advisement, orientation, financial aid, career development, and placement. The institution may determine the specific organization of services, as well as the resources and staffing provided, as long as provision for these services are made. Student activities that complement the instructional program are particularly encouraged. COMAR Section .18 also requires that the out-of-State institutions keep complete and accurate records of admission, enrollment, grades, scholarships, transfer of credits, transcripts, graduates, and other essentials in accordance with standard practice. This includes the physical security and confidentiality of such records. The Section requires as well, a published statement of student rights, privileges, and responsibilities and the school's adherence to its student grievance procedures.

INSTRUCTIONS: Has any previously reported Student Services information changed since your last approval at this location? Yes No

If yes, please enter the requested information in the spaces provided below, or create an attachment (labeled "A-6: Student Services") to this application with any changes to the following questions.

(a) How do you plan to implement the requirements for Student Services cited above?

(b) Regarding student records describe the security measures the institution takes to ensure the confidentiality, physical, and electronic security of your record-keeping system.

(c) Does the institution have a published statement of rights, privileges, and responsibilities of students? Yes No How will it make this available to its students at the proposed instructional site? _____
If this statement is in the Catalog you submitted with the application, please indicate the page number: _____
If not in the Catalog you submitted, please provide us with a copy of the statement.

(d) Does the institution have a published student grievance procedure? Yes No If this procedure is in the Catalog you submitted with the application, please indicate the page number _____. If not in the Catalog you submitted, please provide us with a copy of the grievance procedure.

7. Facilities. (See COMAR 13B.02.01.19).

INSTRUCTIONS: Has any previously reported Student Services information changed since your last approval at this location? Yes No

If yes to either question, please enter the requested information in the spaces provided below, or create an attachment (labeled "A-7: Facilities") to this application with any changes to the following questions.

(a) Has a specific facility been inspected and approved for use as a classroom/laboratory space and been found in compliance with local and State ordinance pertaining to fire and safety? Yes No

(1) If yes, please provide a copy of the Certificate of Compliance.

(2) If no, the Certificate of Compliance must be submitted at least 30 days prior to the start of classes.

(b) Describe any special instructional facilities and equipment (computers, audio-visual equipment, etc.) that will be used and available to students in this location.

(c) Describe what provisions are being made for periodic repair and maintenance of buildings and grounds. What measures are being taken for campus security and fire protection? If dangerous or toxic materials are being handled, what provisions are being made for safe storage, handling and disposal?

(d) Describe the office (and conference) space available to full and part-time faculty and administrators.

8. Distance Education. "Distance education" means course work for academic credit delivered by telecommunicated instruction to a physical space specifically reserved for the purpose of receiving the instruction, for example, a teleclassroom, and requires the payment of tuition or fees for the instruction. "Distance education" does not include telecommunicated instruction at the student's initiation via an individual personal computer. COMAR 13B.02.01.03(8). An institution operating in Maryland and delivering instruction in Maryland by distance education shall provide evidence to the Secretary of compliance with the standards of good practice found in COMAR 13B.02.01.21.

INSTRUCTIONS. Is the institution providing distance education as defined above? Yes No
If yes, please contact the staff at the Maryland Higher Education Commission for a copy of the Standards of Good Practice and provide evidence of compliance as an attachment (labeled "A-8: Distance Education") to this application

XXXXXXXXXX
XXXXXXXXXX

Accreditation



May 12, 2014

ID Code 00108252(AL)

Mr. Daryl Campbell
Campus Director
Stratford University Baltimore
210 S. Central Avenue
Baltimore, MD 21202

acicsbaltimore@stratford.edu

Dear Mr. Campbell:

Subject: New Grant Approval Letter

The Council has acted to award your campus a new grant of accreditation to offer programs through the master's degree level through December 31, 2018.

The Council is pleased to have this continued relationship with your institution. Please contact Ms. Perliter Walters-Gilliam at (202) 336-6769 if you have any questions.

Sincerely,

Albert C. Gray, Ph.D.
President and CEO

Course descriptions from the College's catalog



UNDERGRADUATE PROGRAMS

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ARTS AND SCIENCES COURSES

Arts and sciences courses provide students with the general education foundation essential to success in their core courses. The arts and sciences areas of study include psychology, mathematics, humanities, science, and English. These courses improve critical and analytical thinking skills, enhance knowledge of the community, teach skills in conducting research, and expand knowledge beyond a student's program. These skills are crucial to student development and key qualities for employment in high-demand work environments.

Academic advisors may waive prerequisites, when necessary, at their discretion. Electives may be substituted on a case-by-case basis with the approval of the academic advisor. Programs with specified arts and sciences courses supersede the structure listed below.

ENG111.....	College Composition	4.5
ENG290.....	Current Topics in English	4.5
ENG310.....	Oral Communications.....	4.5
ENG320.....	Advanced Composition and Research.....	4.5
ENG490.....	Special Topics in English.....	4.5
HUM110.....	Principles of Ethics.....	4.5
HUM250.....	Cultural Diversity	4.5
HUM290.....	Current Topics in the Humanities.....	4.5
HUM320.....	World Literature.....	4.5
HUM330.....	The American Experience.....	4.5
HUM410.....	Understanding World Cultures	4.5
HUM490.....	Special Topics in the Humanities I.....	4.5
HUM491.....	Special Topics in the Humanities II.....	4.5
HUM492.....	Special Topics in the Humanities III.....	4.5
HUM493.....	Special Topics in the Humanities IV.....	4.5
MAT111.....	Modern Math with Algebra	4.5
MAT210.....	College Algebra	4.5
MAT220.....	Discrete Mathematics	4.5
MAT290.....	Current Topics in Mathematics.....	4.5
MAT310.....	Statistics.....	4.5
MAT320.....	Probability and Statistics	4.5
MAT410.....	Introduction to Calculus	4.5
MAT490.....	Special Topics in Mathematics I.....	4.5
MAT491.....	Special Topics in Mathematics II.....	4.5
PSY110.....	Social Psychology.....	4.5
PSY290.....	Current Topics in Psychology.....	4.5
PSY320.....	Human Growth and Development.....	4.5
PSY325.....	Positive Psychology.....	4.5
PSY340.....	Critical Thinking and Reasoning.....	4.5
PSY350.....	Mindful Leadership	4.5
PSY490.....	Special Topics in Psychology	4.5
SCI110.....	General Science	4.5
SCI250.....	Microbiology	4.5
SCI290.....	Current Topics in Science.....	4.5
SCI360.....	Introduction to Biochemistry.....	4.5
SCI410.....	Impact of Science and Technology.....	4.5
SCI490.....	Special Topics in Science	4.5
SPA210.....	Spanish I.....	4.5
SPA310.....	Spanish II.....	4.5

Associate's Degree Arts and Sciences Requirements

CIS110.....	Computer Office Applications	4.5
ENGXXX.....	English course (100 or 200 level).....	4.5
HUMXXX.....	Humanities course (100 or 200 level).....	4.5
MATXXX.....	Mathematics course (100 or 200 level).....	4.5
PSYXXX.....	Psychology course (100 or 200 level).....	4.5
CUL270.....	Food Science ¹	
SCIXXX.....	Science course (100 or 200 level).....	4.5
Associate's Degree Requirements: 7 courses		31.5 credits

Bachelor's Degree Arts and Sciences Requirements

CIS110.....	Computer Office Applications	4.5
ENGXXX.....	English course (100 or 200 level).....	4.5
ENGXXX.....	English course (200 level or higher).....	4.5
HUMXXX.....	Humanities course (100 or 200 level).....	4.5
HUMXXX.....	Humanities course (200 level or higher).....	4.5
MATXXX.....	Mathematics course (200 level).....	4.5
MATXXX.....	Mathematics course (200 level or higher).....	4.5
PSYXXX.....	Psychology course (100 or 200 level).....	4.5
PSYXXX.....	Psychology course (200 level or higher).....	4.5
SCIXXX.....	Science course (100 or 200 level).....	4.5
SCIXXX.....	Science course (200 level or higher).....	4.5
CUL270.....	Food Science ¹	4.5
XXXXXX.....	Open Arts and Sciences course (300 level or higher).....	4.5
XXXXXX.....	Open Arts and Sciences course (300 level or higher).....	4.5
Bachelor's Degree Requirements: 14 courses		63 credits

¹ SCIXXX with lab for Hotel and Restaurant Management students



**SCHOOL OF HOSPITALITY AND
CULINARY ARTS**

**Associate of Applied Science
Advanced Culinary Arts**

The mission of the Associate of Applied Science in Advanced Culinary Arts program is to give students the culinary skills required for entry into the food service industry with the additional liberal arts education needed for management positions. The program focuses on culinary skills, theory, communication, and problem solving skills. The American Culinary Federation (ACF) accredits this program. *This program requires students to purchase a culinary kit and chef uniform from the University. Students are required to pass the ServSafe exam or possess a food handler's license during introductory culinary courses.*

Graduates of this program may use associate's degree courses towards an upgraded bachelor's program.

13 Core courses x 4.5 credit hours = 58.5 credit hours
7 Arts and Sciences courses x 4.5 credit hours = 31.5 credit hours
20 Total courses x 4.5 credit hours = 90 credit hours

This program typically takes 7 terms to complete for students enrolled full-time.

Core Requirements

CUL111.....Culinary Theory and Sanitation.....	4.5
CUL121.....Kitchen Fundamentals.....	4.5
CUL140.....Introduction to Cooking Techniques.....	4.5
CUL142.....Garde Manger.....	4.5
CUL150.....Sauces, Soups, and Stocks.....	4.5
CUL152.....Elements of Entrée Production.....	4.5
CUL160.....Fundamentals of Baking.....	4.5
CUL162.....Pastry Arts.....	4.5
CUL170.....Advanced Culinary Theory.....	4.5
CUL210.....Nutrition and Menu Planning.....	4.5
CUL215.....Dining Room Service.....	4.5
CUL271.....Culinary Skills Externship I.....	4.5
HOS270.....Hospitality Supervision.....	4.5
Total Core Requirements: 13 courses	58.5 credits

Arts and Sciences Requirements

See Arts and Sciences section

Total Arts and Sciences Requirements: 7 courses 31.5 credits

Associate of Applied Science

Baking and Pastry Arts

The mission of the Associate of Applied Science in Baking and Pastry Arts program is to give students the skills necessary to pursue careers as pastry chefs. This program stresses the general skills required of all food service professionals from critical thinking and professionalism to an understanding of food safety, nutrition, and service, while emphasizing baking and pastry-specific skills. *This program requires students to purchase a culinary kit and chef uniform from the University. Students are required to pass the ServSafe exam or possess a food handler's license during introductory culinary courses.*

Graduates of this program may use associate's degree courses towards an upgraded bachelor's program.

13 Core courses x 4.5 credit hours = 58.5 credit hours
7 Arts and Sciences courses x 4.5 credit hours = 31.5 credit hours
20 Total courses x 4.5 credit hours = 90 credit hours

This program typically takes 7 terms to complete for students enrolled full-time.

Core Requirements

BAK124.....Artisan Breads.....	4.5
BAK134.....Cakes, Custards, and Creams.....	4.5
BAK154.....Specialty and Wedding Cakes.....	4.5
BAK164.....Plated Desserts.....	4.5
BAK174.....Confectionery Production.....	4.5
CUL111.....Culinary Theory and Sanitation.....	4.5
CUL121.....Kitchen Fundamentals.....	4.5
CUL160.....Fundamentals of Baking.....	4.5
CUL170.....Advanced Culinary Theory.....	4.5
CUL210.....Nutrition and Menu Planning.....	4.5
CUL215.....Dining Room Service.....	4.5
CUL271.....Culinary Skills Externship I.....	4.5
HOS270.....Hospitality Supervision.....	4.5
Total Core Requirements: 15 courses	58.5 credits

Arts and Sciences Requirements

See Arts and Sciences section

Total Arts and Sciences Requirements: 7 courses 31.5 credits



Associate of Applied Science
Hotel and Restaurant Management

The mission of the Associate of Applied Science in Hotel and Restaurant Management program is to provide students with a foundation in hotel and restaurant management skills to prepare them for career advancement within the hospitality industry. This program focuses on applying principles of business communication; supervision; accounting; and planning to front office, housekeeping, customer service, and special events planning.

Graduates of this program may use associate's degree courses towards an upgraded bachelor's program.

- 13 Core courses x 4.5 credit hours = 58.5 credit hours
- 7 Arts and Sciences courses x 4.5 credit hours = 31.5 credit hours
- 20 Total courses x 4.5 credit hours = 90 credit hours

This program typically takes 7 terms to complete for students enrolled full-time.

Core Requirements

BUS112.....Principles of Accounting I.....	4.5
BUS120.....Sales and Marketing.....	4.5
BUS220.....Business Communications.....	4.5
HOS105.....Analysis of the Hospitality Industry.....	4.5
HOS110.....Food and Beverage Management.....	4.5
HOS120.....Front Office Procedures.....	4.5
HOS125.....Housekeeping Management.....	4.5
HOS230.....Special Events Planning.....	4.5
HOS245.....Event Management.....	4.5
HOS250.....Hospitality Resort Tourism.....	4.5
HOS255.....Customer Service.....	4.5
HOS270.....Hospitality Supervision.....	4.5
HOS271.....Hotel and Restaurant Externship I.....	4.5
Total Core Requirements: 13 courses	58.5 credits

Arts and Sciences Requirements

See Arts and Sciences section

Total Arts and Sciences Requirements: 7 courses 31.5 credits

Bachelor of Arts
Hospitality Management

Two + Two Option Available

The mission of the Bachelor of Arts in Hospitality Management is to allow students to build on a core of knowledge gained through the associate's degree in hotel and restaurant management, advanced culinary arts, baking and pastry arts, or equivalent to develop the management skills needed for successful operation of a hospitality-related business. *This program requires culinary and baking students to purchase a culinary kit and chef uniform from the University. Students are required to pass the ServSafe exam or possess a food handler's license during introductory culinary courses.*

At the completion of all lower level requirements, students are awarded the Associates of Applied Science degree. The requirements for the Bachelor of Arts in Hospitality Management program are split into lower- and upper-level courses. The majority of the students prefer this option because it allows them early entry into the job market.

- 10 Core courses x 4.5 credit hours = 45 credit hours
- 13 Concentration courses x 4.5 credit hours = 58.5 credit hours
- 3 Elective courses x 4.5 credit hours = 13.5 credit hours
- 14 Arts and Sciences courses x 4.5 credit hours = 63 credit hours
- 40 Total courses x 4.5 credit hours = 180 credit hours

This program typically takes 14 terms to complete for students enrolled full-time.

Core Requirements

BUS325.....Entrepreneurial Leadership.....	4.5
BUS310.....Introduction to Financial Management.....	4.5
BUS405.....Business Law: Legal Environment for Business.....	4.5
BUS415.....Organizational Theory and Development.....	4.5
HOS310.....Beverage Operations Management.....	4.5
HOS320.....Hospitality Marketing.....	4.5
HOS330.....Food and Beverage Controls.....	4.5
HOS355.....Catering Management.....	4.5
HOS440.....Hospitality Facilities Management and Design.....	4.5
HOS490.....Hospitality Capstone.....	4.5
Total Core Requirements: 10 courses	45 credits

Concentration Areas

Advanced Culinary Arts Requirements

- CUL111.....Culinary Theory and Sanitation
- CUL121.....Kitchen Fundamentals
- CUL140.....Introduction to Cooking Techniques
- CUL142.....Garde Manger
- CUL150.....Sauces, Soups, and Stocks
- CUL152.....Elements of Entrée Production
- CUL160.....Fundamentals of Baking
- CUL162.....Pastry Arts
- CUL170.....Advanced Culinary Theory
- CUL210.....Nutrition and Menu Planning
- CUL215.....Dining Room Service
- CUL271.....Culinary Skills Externship I
- HOS270.....Hospitality Supervision



Baking and Pastry Arts Concentration

- BAK124.....Artisan Breads
- BAK134.....Cakes, Custards, and Creams
- BAK154.....Specialty and Wedding Cakes
- BAK164.....Plated Desserts
- BAK174.....Confectionery Production
- CUL121.....Kitchen Fundamentals
- CUL160.....Fundamentals of Baking
- CUL170.....Advanced Culinary Theory
- CUL210.....Nutrition and Menu Planning
- CUL215.....Dining Room Service
- CUL271.....Culinary Skills Externship I
- HOS270.....Hospitality Supervision

Hotel and Restaurant Management Concentration

- BUS112.....Principles of Accounting I
 - BUS120.....Sales and Marketing
 - BUS220.....Business Communications
 - HOS105.....Analysis of the Hospitality Industry
 - HOS110.....Food and Beverage Management
 - HOS120.....Front Office Procedures
 - HOS125.....Housekeeping Management
 - HOS230.....Special Events Planning
 - HOS245.....Event Management
 - HOS250.....Hospitality Resort Tourism
 - HOS255.....Customer Service
 - HOS270.....Hospitality Supervision
 - HOS271.....Hotel and Restaurant Externship I
- Total Concentration Requirements: 13 courses** **58.5 credits**

Elective Courses

BAK courses approved by the advisor, BUS100, BUS112, BUS122, BUS135, BUS425 CUL courses approved by the advisor, HOS courses approved by the advisor.

Total Electives Requirements: 3 courses **13.5 credits**

Arts and Sciences Requirements

See Arts and Sciences section

Total Arts and Sciences Requirements: 14 courses **63 credits**

UNDERGRADUATE COURSE DESCRIPTIONS

Undergraduate Course Prefix Designations

- BAK Baking
- BUS Business
- CIS Computer Information Systems
- CUL Culinary
- ENG English
- HOS Hospitality
- HUM Humanities
- MAT Mathematics
- PSY Psychology
- SCI Science

Stratford University uses the following course numbering system which is an accepted higher education system:

- 100-299 Lower-level undergraduate courses
- 300-499 Upper-level undergraduate courses

BAK124 Artisan Breads **4.5 credits**
 This course focuses on the art of bread baking from quick and yeast breads to laminated doughs and international and breakfast breads. Students also learn how artisan baking differs from commercial bread baking. *This course has food and supplemental instructional fees.* Prerequisite: CUL160. Lecture Hours: 25; Lab Hours: 40.

BAK134 Cakes, Custards, and Creams **4.5 credits**
 This course covers the wide range of smooth and creamy textured desserts including puddings, custards, mousses, soufflés, and ice cream. A range of cakes and pies are also studied and prepared. *This course has food and supplemental instructional fees.* Prerequisite: CUL160. Lecture Hours: 25; Lab Hours: 40.

BAK154 Specialty and Wedding Cakes **4.5 credits**
 This course teaches students the advanced skills of cake decorating using a range of media. Students work with royal icing, fondant, gum paste, and pastillage. *This course has food and supplemental instructional fees.* Prerequisite: CUL160. Lecture Hours: 25; Lab Hours: 40.

BAK164 Plated Desserts **4.5 credits**
 In this course, students learn the skills specific to the pastry chef who needs to create plated desserts. Desserts studied include a range of American and international works, while also teaching students how to work with fruits, liqueurs, and dessert sauces. *This course has food and supplemental instructional fees.* Prerequisite: CUL160. Lecture Hours: 25; Lab Hours: 40.

BAK174 Confectionery Production **4.5 credits**
 In this course, students focus on sweet confections including cookies, candies, and petit fours, while learning to create dessert displays using chocolate and sugar sculpture. *This course has food and supplemental instructional fees.* Prerequisite: CUL160. Lecture Hours: 25; Lab Hours: 40.



- BAK232 International Desserts** 4.5 credits
This course is designed to introduce students to the history and preparation of a variety of international pastries and desserts. Cuisines from Europe, Africa, Asia, and the Americas are covered. *This course has food and supplemental instructional fees.* Prerequisite: CUL160. Lecture Hours: 25; Lab Hours: 40.
- BAK233 Food Sensitivities and Spa Desserts** 4.5 credits
This course is designed to introduce preparation and production methods for bakery and pastry products for food sensitivities. This course includes theory and production of desserts, breakfast items, cakes, and cookies designed for low fat, gluten free, lactose intolerant, diabetic, and vegan people. *This course has food and supplemental instructional fees.* Prerequisite: CUL160. Lecture Hours: 25; Lab Hours: 40.
- BAK234 Holiday Breads** 4.5 credits
This course focuses on the art of holiday bread baking including quick, yeast, international, and breakfast breads. Students also learn how breads have symbolic significance during various holidays from all over the world. *This course has food and supplemental instructional fees.* Prerequisite: CUL160. Lecture Hours: 25; Lab Hours: 40.
- BAK235 Chocolate Arts** 4.5 credits
This course introduces students to the art of working with chocolate. Topics include chocolate tempering, cutting shapes, transfer sheets, display pieces, and candies. *This course has food and supplemental instructional fees.* Prerequisite: CUL111. Lecture Hours: 25; Lab Hours: 40.
- BAK236 Sugar Arts** 4.5 credits
This course introduces students to the art of working with sugar and the design of showpieces. Students are exposed to the idea of sugar as art, covering techniques in poured, pulled, blown, and spun sugar. *This course has food and supplemental instructional fees.* Prerequisite: CUL111. Lecture Hours: 25; Lab Hours: 40.
- BUS100 Introduction to Business** 4.5 credits
This course provides a background on business and management. Students discuss human relations, organizational structure, communications, technology in business, and strategic planning. Prerequisite: None.
- BUS112 Principles of Accounting I** 4.5 credits
This course is an introduction to the basics of accounting procedures. Topics include accounting techniques and cycles, billings, balance sheets, and financial statements. Prerequisite: None.
- BUS120 Sales and Marketing** 4.5 credits
This course introduces the student to effective methods for marketing products and services. Direct mail, print time, and other advertising techniques are discussed. Problem solving relative to customer relations is addressed. Consumer profiles, organizational personalities, and demographics are presented as components of market research and analysis. Prerequisite: None.
- BUS122 Principles of Accounting II** 4.5 credits
This course expands the student's knowledge of preparing balance sheets and financial statements. Students prepare general ledger entries, payroll, and discuss budget control. Prerequisite: BUS112.
- BUS135 Principles of Management** 4.5 credits
This course presents management theory and the functions of planning, organizing, directing, staffing, and controlling. This course also focuses on the application of management principles to realistic work related situations. Prerequisite: None.
- BUS200 Business Law: Business, Government, and Society** 4.5 credits
This course is an introduction to law and ethics and outlines the ethical responsibilities managers face when conducting business. This course includes vulnerability to lawsuits and litigation. American and international perspective and interpretations of laws and ethical standards are discussed. Prerequisite: BUS100.
- BUS210 Human Resource Management** 4.5 credits
This introductory course concentrates on human resource management issues confronting organizations. These issues include organizational practices and legal aspects of recruitment, selection, training, orientation, and performance appraisals. Labor relations are also discussed. Prerequisite: BUS100.
- BUS220 Business Communications** 4.5 credits
This course prepares the student for communication in the workplace. The student prepares memorandums, letters, proposals, presentations, newsletters, and flyers. Discussions focus on information exchange in and outside of the organization. Student presentations are critiqued on the message intended and message received. Prerequisite: None.
- BUS235 Operations Management** 4.5 credits
This course addresses the management of operations in manufacturing and service organizations. Diverse activities such as production process, raw materials purchase, scheduling, and quality control are discussed. Prerequisite: BUS100.
- BUS310 Introduction to Financial Management** 4.5 credits
This course is for non-business majors only. This course introduces the student to topics in financial management such as financial statement analysis, capital budgeting analysis, working capital (accounts receivable, inventory, and cash) management, structure and cost of capital, and interest rate determination methods. Some integration of international finance in these topics is also presented, because of its significant impact on financial management. This course also presents a general view of the financial system, including the financial market system, financial institutions, the firm's objective in the business environment, and the history of financial management. Prerequisite: None. *Note: Not open to students with credit for Financial Management (BUS300).*
- BUS325 Entrepreneurial Leadership** 4.5 credits
Through the study of successful leaders and their companies, students learn techniques to move a company from mediocre to great. Topics include goal setting; culture development; vision; profits; technology; and effects of change, discipline, and necessary leadership qualities. Prerequisite: None. For students in the School of Hospitality and Culinary Arts, HOS270.
- BUS352 Employment Law** 4.5 credits
This course provides an overview of key legislation that impacts employee rights; training; consumer protection; compensation; benefits; employee and labor relations; and health, safety, and security. The importance of effective management practices to ensure regulatory compliance in the areas of employee and employer rights and responsibilities, job analysis, performance appraisal, and workplace behavior is also reviewed. Prerequisite: BUS210 or HOS270.
- BUS353 Labor Management Relations** 4.5 credits
The historical, current, and legal analysis of labor relations in the U.S. and its impact on an organization's ability to compete in the marketplace, to develop and maintain a successful workforce, and comply with the various statutory and common law regulations governing labor/management relations are discussed in this course. Major topics include growth and trends in the labor markets, collective bargaining, impact of labor relations on the organization's strategies, analysis of federal labor laws, NLR certification process, methods employed by management to avoid unions, methods employed by unions to represent bargaining units, and strikes and lockouts. Prerequisite: None.



- BUS362 Sales Management** 4.5 credits
 This course provides an in-depth review of a variety of methods that businesses use to communicate with and influence customers and prospective customers. Methods covered include advertising, direct marketing, public relations, sales promotion, individual selling, and others. Prerequisite: None.
- BUS363 Strategic Issues in Marketing** 4.5 credits
 This course develops the marketing principles by which products and services are designed to meet customer needs, priced, promoted, and distributed to the end user. The focus is on the application of these marketing principles to a wide range of customers, both internal and external. Topics include new product/service introduction and segmentation and positioning strategy. Prerequisite: None.
- BUS380 Project Management** 4.5 credits
 This course allows students to manage a project within their major field of study. Students prepare a project plan including details of their project, deliverables, dates they are completed, and the associated learning exhibited. Students implement their plan and record weekly status on their progress, issues, decisions, and learning. At the conclusion of the course, students complete their projects and summarize their results in a final report. Prerequisite: None.
- BUS405 Business Law: Legal Environment for Business** 4.5 credits
 This course addresses the changing dynamics of business in the legal system. The basic theories of business law are covered including the legal environment, legal theory, and structure of the legal system. The course goes beyond the basic concepts and addresses challenging issues such as contract law, Uniform Commercial Code (UCC), copyright, trademark, and protection of intellectual property. Prerequisite: None.
- BUS415 Organizational Theory and Development** 4.5 credits
 This course examines the field of organizational development and provides a background in organizational development theory and application. Topics include history of organizational development theory, models for organizational structure and change, and advances in organizational development theory. Prerequisite: BUS210 or HOS270.
- BUS416 Quality Management and Productivity** 4.5 credits
 This course examines the concepts of continuous improvement and quality management, viewing quality as a systematic process that improves customer satisfaction. The course covers methodologies that aid managers in assuring that the company's quality system is effectively meeting the company's continuous improvement goals. Prerequisite: None.
- BUS425 Diversity in the Workplace** 4.5 credits
 This course examines the management of a diverse workforce and the benefits of creating this diversity. Topics include understanding human behavior in an organization, changing marketplace realities, employment systems, affirmative action, behavior modification for employees, and other topics related to a multicultural workforce. Prerequisite: None.
- BUS450 Personal Financial Management** 4.5 credits
 This course introduces the student to the concepts, tools, and applications of personal finance and investments. The course assumes little or no prior knowledge of the subject matter and focuses on helping the student understand the process of financial planning and the logic that drives it. Prerequisite: None.
- CIS103 Fundamentals of Information Systems** 4.5 credits
 Students learn the founding concepts of information technology and the systems needed to achieve the measurable benefits of introducing IT into an enterprise. The course teaches students to analyze systems and learn how information technology can be used to design, facilitate, and communicate organization goals and objectives. An overview of hardware and software with its relation to information technology is also presented. Prerequisite: None.
- CIS110 Computer Office Applications** 4.5 credits
 In this course, students learn how to generate word processing, spreadsheet, database, and presentation documents using the Microsoft Office Professional Suite and other contemporary office utility products. Topics include editing methods, document merging, templates, document preparation, file naming and storage conventions, backup methods, macros, desktop publishing, object linking and embedding (OLE), and Visual Basic application extensions. Prerequisite: None.
- CUL111 Culinary Theory and Sanitation** 4.5 credits
 This course focuses on basic food service sanitation practices and discussion of selected culinary topics. The selected topics include culinary professionalism, kitchen staples, basic kitchen tools and equipment, dairy products, and culinary weights and measures. Students prepare for a nationally administered sanitation examination. Prerequisite: None.
- CUL121 Kitchen Fundamentals** 4.5 credits
 This course consists of practical training in the kitchen as well as classroom discussion of cooking techniques and meat, fish, and poultry. In full uniform, students learn knife skills and basic food preparation techniques as well as practical sanitation skills. *This course has food and supplemental instructional fees.* Prerequisite: CUL111. Lecture Hours: 25; Lab Hours: 40.
- CUL140 Introduction to Cooking Techniques** 4.5 credit
 This course focuses on the basics of cooking grain, vegetables, meats, and seafood through the preparation of sandwiches, appetizers, soups, salads, and breakfast cookery. *This course has food and supplemental instructional fees.* Prerequisite: CUL121. Lecture Hours: 25; Lab Hours: 40.
- CUL142 Garde Manger** 4.5 credits
 This course examines the advanced aspects of garde manger and includes hors d'oeuvres, charcuterie, and the basics of ice carving. *This course has food and supplemental instructional fees.* Prerequisite: CUL140. Lecture Hours: 25; Lab Hours: 40.
- CUL150 Sauces, Soups, and Stocks** 4.5 credits
 This course introduces production methods for sauces and stock production. It includes basic stocks and soups, reduction and clarification of stocks, and five leading and small sauces. It covers the three main categories of soups and the basics of meat fabrication. *This course has food and supplemental instructional fees.* Prerequisite: CUL140. Lecture Hours: 25; Lab Hours: 40.
- CUL152 Elements of Entrée Production** 4.5 credits
 This course examines the various aspects of à la carte and production cooking skills with a focus on the principal cooking methods. The importance of timing and plate presentation are emphasized. *This course has food and supplemental instructional fees.* Prerequisite: CUL140. Lecture Hours: 25; Lab Hours: 40.
- CUL160 Fundamentals of Baking** 4.5 credits
 This course introduces preparation and production methods for baking. It includes bake shop layout, work flow, and equipment; theory and production of yeast breads, quick breads, cakes, and cookies; fruit, pudding, and custard pies; and puff pastry and pâté à choux items. *This course has food and supplemental instructional fees.* Prerequisite: CUL111. Lecture Hours: 25; Lab Hours: 40.
- CUL162 Pastry Arts** 4.5 credits
 This course focuses on techniques and fundamentals of classical and contemporary plated desserts, laminated fermented doughs, cake decorating, sorbets, and mousses. *This course has food and supplemental instructional fees.* Prerequisite: CUL160. Lecture Hours: 25; Lab Hours: 40.



- CUL170 Advanced Culinary Theory** 4.5 credits
 This course introduces students to basic, practical application of culinary mathematics. Each student is required to use a calculator. Areas of study include calculation of food cost, recipe yields, recipe costing, purchasing amounts, and other topics relevant to food service mathematics. Prerequisite: CUL111.
- CUL210 Nutrition and Menu Planning** 4.5 credits
 This course examines the basic elements of nutrition and the responsibilities of restaurants to provide nutritious cuisine to their clients. Students create a variety of menus, each focusing on a different nutritional issue. In addition to nutrition concerns, students discuss the basic elements of menu creation. Prerequisite: None.
- CUL215 Dining Room Service** 4.5 credits
 The purpose of this course is to develop the skills of a dining room server and to create a common language between the dining room and the kitchen. Through this course and theoretical and practical applications of table service, students gain an appreciation of all the elements of the front of the house. *This course has a supplemental instructional fee.* Prerequisite: None. Lecture Hours: 25; Lab Hours: 40.
- CUL240 Purchasing and Receiving** 4.5 credits
 This course examines the basic aspects of procurement within the food service industry. Topics include ordering, menu forecasting, and delivery schedules. The course also introduces receiving, proper storage and handling techniques, and inspections of deliveries and invoices. Students learn basics of electronic purchasing, inventory controls, FIFO, security, legal and ethical aspects of procurement, and resources available in the industry. Prerequisite: None.
- CUL241 Catering** 4.5 credits
 This course introduces the skills needed to manage both on-premise and off-premise catering operations. Subject matter includes marketing and sales, recipe costing, menu development, kitchen and dining room layouts, staff requirements, and cooking and serving skills particular to catered events. Prerequisite: None.
- CUL251 Bounty of the Sea** 4.5 credits
 This course exposes students to many types of seafood and provides an understanding of the cleaning, safe handling, cooking methods, sauces, and accompaniments lending themselves to seafood. *This course has food and supplemental instructional fees.* Prerequisite: CUL140. Lecture Hours: 25; Lab Hours: 40.
- CUL252 Chiles in the Global Kitchen** 4.5 credits
 This course examines the use of chiles in cuisines around the world. Students prepare dishes demonstrating the range of flavors and heat levels possible using chiles. *This course has food and supplemental instructional fees.* Prerequisite: CUL140. Lecture Hours: 25; Lab Hours: 40.
- CUL253 American Regional Cuisine** 4.5 credits
 This course introduces the production of American regional cuisines through a focus on various ingredients, cooking methods, food textures, flavor combinations, and plate presentations. Students also learn the impact of immigration patterns and indigenous products on the development of each cuisine. *This course has food and supplemental instructional fees.* Prerequisite: CUL140. Lecture Hours: 25; Lab Hours: 40.
- CUL254 International Cuisine** 4.5 credits
 This course exposes students to the preparation of international dishes made in the traditional manner. Cuisines from Europe, Africa, Asia, and the Americas are covered. *This course has food and supplemental instructional fees.* Prerequisite: CUL140. Lecture Hours: 25; Lab Hours: 40.
- CUL255 Italian Cuisine** 4.5 credits
 This course provides students with a working knowledge of the many regions of Italy and their unique and distinct styles of cooking. Students learn the names of the regions and the specific products of each region. *This course has food and supplemental instructional fees.* Prerequisite: CUL140. Lecture Hours: 25; Lab Hours: 40.
- CUL256 Indian Cuisine** 4.5 credits
 This course introduces students to the taste, preparation methods, and techniques used in various regional Indian cuisines. This course helps students to understand common culinary practices and the relationship between the resources and cuisines of different regions of India. *This course has food and supplemental instructional fees.* Prerequisite: CUL140. Lecture Hours: 25; Lab Hours: 40.
- CUL257 French Cuisine** 4.5 credits
 This course provides students with a working knowledge of the many regions of France and their unique and distinct styles of cooking. Students learn the names of the regions and the specific products of each region. *This course has food and supplemental instructional fees.* Prerequisite: CUL140. Lecture Hours: 25; Lab Hours: 40.
- CUL270 Food Science** 4.5 credits
 This course is designed to introduce students to scientific principles related to food preparation. Students conduct experiments and discuss results. *This course has food and supplemental instructional fees.* Prerequisite: CUL111, SCI110, MAT111 or MAT210. Lecture Hours: 35; Lab Hours: 20.
- CUL271 Culinary Skills Externship I** 4.5 credits
 This course provides the student with on the job experience. Students work at approved sites in the preparation of food. Students also document their work hours and submit reports evaluating their experience. Prerequisites: Approval of the advisor. Lecture Hours: 0; Externship Hours: 135.
- CUL272 Culinary Skills Externship II** 4.5 credits
 This course provides the student with on the job experience. Students work at approved sites in the preparation of food. Students also document their work hours and submit reports evaluating their experience. Prerequisites: Approval of the advisor. Lecture Hours: 0; Externship Hours: 135.
- CUL273 Culinary Skills Externship III** 4.5 credits
 This course provides the student with on the job experience. Students work at approved sites in the preparation of food. Students also document their work hours and submit reports evaluating their experience. Prerequisites: Approval of the advisor. Lecture Hours: 0; Externship Hours: 135.
- CUL291 Current Topics in Culinary Arts I** 4.5 credits
 This course offers a comprehensive discussion of a current or popular topic in the culinary or baking fields. Students analyze the topic critically and understand how it impacts the field and the student's career. The exact topic is announced in the term schedule. This course includes a lab component. *This course has a food fee.* Prerequisite: Approval of the advisor. Lecture Hours: 25; Lab Hours: 40.
- CUL292 Current Topics in Culinary Arts II** 4.5 credits
 This course offers a comprehensive discussion of a current or popular topic in the culinary or baking fields. Students analyze the topic critically and understand how it impacts the field and the student's career. The exact topic is announced in the term schedule. This course includes a lab component. *This course has food and supplemental instructional fees.* Prerequisite: Approval of the advisor. Lecture Hours: 25; Lab Hours: 40.



- CUL293 Current Topics in Culinary Arts III** 4.5 credits
 This course offers a comprehensive discussion of current or popular topics in the culinary or baking fields. Students analyze the topic critically and understand how it impacts the field and the student's career. The exact topic is announced in the current term schedule. This course includes a lab component. *This course has a supplemental instructional fee.* Prerequisite: Approval of the advisor; Lecture Hours: 25; Lab Hours: 40.
- CUL294 Current Topics in Culinary Arts IV** 4.5 credits
 This course offers a comprehensive discussion of current or popular topics in the culinary or baking fields. Students analyze the topic critically and understand how it impacts the field and the student's career. The exact topic is announced in the current term schedule. Prerequisite: Approval of the advisor.
- CUL340 Introduction to Gastronomy** 4.5 credits
 This course introduces students to the interdisciplinary study of food, cooking, and food service throughout the history of human culture. These areas include economics, history, nutrition, anthropology, history, art, literature, literary criticism, natural sciences, and the culinary arts. There is a unit devoted to the art and craft of food writing. By the end of the term, students have a broad understanding of the role food plays in historical and contemporary societies and its impact on world civilization. Prerequisite: None.
- CUL380 Culinary Cultural Traditions** 4.5 credits
 This course examines the major historical and geographical developments in the Americas, Asia, Europe, and Africa with regard to the various regional cuisines and the ways in which these developments have affected the creation of related cultural patterns including gastronomic choices, cooking habits and technologies, and the use of local ingredients to meet nutritional and cultural needs. Topics for discussion include the power and impact of cultural symbols, food and religion, and the ways in which generations teach their young to honor their cultural heritage. The impact of world exploration, trade, and transportation technologies are also considered. Prerequisite: CUL121.
- CUL490 Culinary Arts Capstone** 4.5 credits
 Students work under the supervision of a faculty advisor to further refine and develop their skills and knowledge through a student-created independent project. Projects may include, but are not limited to, writing a research paper, designing a catered event, designing and preparing a multi-course menu, designing and teaching a course to faculty and students, creating a system that could be applied to a hospitality operation for greater efficiency or effectiveness, or performing the role of a general manager in a hotel. This course is to be taken at the end of a student's program, during which the student shadows a senior member of the management team (e.g. Executive Sous Chef, Executive Chef, Director of Food and Beverage, Head Pastry Chef), or owner for a minimum of 30 hours. Prerequisite: Approval of the advisor.
- ENG099 English Enhancement**
 This course focuses on the acquisition of the reading, writing, and listening skills necessary to survive in a college setting. The focus is on advanced note taking; paraphrasing skills; and reviewing grammar, sentence structure, punctuation skills, and style as required for effective written communication. Throughout all class meetings, elements of critical learning skills are addressed to insure a command of English is recalled, understood, and applied. Prerequisite: None.
Note: This course is intended as a remedial class and carries no degree credit. It is equivalent to 4.5 credit hours for purposes of student status and tuition cost.
- ENG111 College Composition** 4.5 credits
 This course focuses on reviewing grammar, sentence structure, punctuation skills, and style points required for effective written communication. Students use a standard handbook and apply proofreading skills to all types of written communications. The student is guided in learning to write as a process: understanding audience and purpose, exploring ideas and information, composing, revising, and editing. Prerequisite: ENG099 or higher or a score of 5 or greater on the WritePlacer test.
- ENG290 Current Topics in English** 4.5 credits
 This course concentrates on current issues in English including, but not limited to introductory topics in understanding and creating various genres of English communication such as narrative prose, technical communication, poetry, and cinematic forms. Prerequisite: Approval of the advisor.
- ENG310 Oral Communications** 4.5 credits
 This course presents the principles and functions of spoken communications. The student learns how to prepare to deliver various types of oral presentations. Emphasis is placed on planning and how to orient content to a particular audience. Students present short talks and plan and present longer, more formal speeches on assigned topics and/or on topics of choice. Prerequisite: ENG111.
- ENG320 Advanced Composition and Research** 4.5 credits
 This course emphasizes advanced writing and research including understanding the documentation process, presenting material in academic form, and academic research techniques. Materials may include MLA and APA styles, effective use of Internet research tools, critical reading processes, and research writing techniques. Prerequisite: ENG111.
- ENG490 Special Topics in English** 4.5 credits
 This course concentrates on special topics in English. Topics may include, but are not limited to, advanced topics such as English philology and etymology, as well advanced topics in rhetoric and critical interpretation of texts. Prerequisite: Approval of the advisor.
- HOS105 Analysis of the Hospitality Industry** 4.5 credits
 This course lays the groundwork for a basic understanding of the lodging and food service industry by tracing the industry's growth and development both nationally and internationally, reviewing the organization of hotel and food and beverage operations, and focusing on industry opportunities and future trends. Prerequisite: None.
- HOS110 Food and Beverage Management** 4.5 credits
 This course provides a basis for understanding the challenges and responsibilities involved in managing a food and beverage operation. Levels of management, commercial food service operations, and nutritional concerns are discussed. Prerequisite: None.
- HOS120 Front Office Procedures** 4.5 credits
 This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel from the reservations process to check-out and settlement. The course also examines the various elements of effective front office management, paying particular attention to the planning and evaluation of front office operations and to human resources management. Prerequisite: None.
- HOS125 Housekeeping Management** 4.5 credits
 This course offers an overview of housekeeping within the hotel and restaurant industries. Emphasis is placed on terminology, modern management techniques, planning, organizational functions, staffing, decision making, and problem solving. Prerequisite: None.



- HOS230 Special Events Planning** 4.5 credits
 This course defines the scope of the meeting and event planning arena. It focuses on all aspects of design, development, and execution of an event. Topics include site selection, marketing, registration, contract negotiation, and food and beverage planning. Prerequisite: None.
- HOS245 Event Management** 4.5 credits
 This course encompasses all phases of the specialized training needed in event management including design, financing, budgeting, leadership, and integrated marketing. It provides the critical background needed to improve effectiveness and profitability as an event manager. Prerequisite: None.
- HOS250 Hospitality Resort Tourism** 4.5 credits
 This course introduces a variety of management techniques for operating hotels with facilities such as golf courses, skiing, water sports, spas, and more. The traditional hotel property is being joined by these multi-faceted operations and this course demonstrates the fundamentals regarding these types of properties and their specific issues. Prerequisite: None.
- HOS255 Customer Service** 4.5 credits
 This course explains the principles of customer service as applied specifically to the hospitality industry. Demonstrating how to deal with demands handed down from higher management levels, guests, and employees. Prerequisite: None.
- HOS270 Hospitality Supervision** 4.5 credits
 This course explains the principles of supervision as applied specifically to the hospitality industry. Demonstrating how supervisors deal with demands handed down from higher management levels, guests, and the employees they supervise. Prerequisite: None.
- HOS271 Hotel and Restaurant Externship I** 4.5 credits
 Students gain practical experience in the daily operation of a hospitality property. The students rotate through the various workstations of the property and acquire the skills for those positions. Students find their externship sites with the assistance of the faculty. Prerequisite: Approval of the advisor. Lecture Hours: 0; Externship Hours: 135.
- HOS272 Hotel and Restaurant Externship II** 4.5 credits
 Students gain practical experience in the daily operation of a hospitality property. The students rotate through the various workstations of the property and acquire the skills for those positions. Students find their externship sites with the assistance of the faculty. Prerequisite: Approval of the advisor. Lecture Hours: 0; Externship Hours: 135.
- HOS273 Hotel and Restaurant Externship III** 4.5 credits
 Students gain practical experience in the daily operation of a hospitality property. The students rotate through the various workstations of the property and acquire the skills for those positions. Students find their externship sites with the assistance of the faculty. Prerequisite: Approval of the advisor. Lecture Hours: 0; Externship Hours: 135.
- HOS291 Current Topics in Hospitality I** 4.5 credits
 This course offers a comprehensive discussion of a current or popular topic in the hospitality field. Students analyze the topic critically and understand how it impacts the field and the student's career. The exact topic is announced in the term schedule. Prerequisite: Approval of the advisor.
- HOS292 Current Topics in Hospitality II** 4.5 credits
 This course offers a comprehensive discussion of a current or popular topic in the hospitality field. Students analyze the topic critically and understand how it impacts the field and the student's career. The exact topic is announced in the term schedule. Prerequisite: Approval of the advisor.
- HOS293 Current Topics in Hospitality III** 4.5 credits
 This course offers a comprehensive discussion of a current or popular topic in the hospitality field. Students analyze the topic critically and understand how it impacts the field and the student's career. The exact topic is announced in the current term schedule. Prerequisite: Approval of the advisor.
- HOS294 Current Topics in Hospitality IV** 4.5 credits
 This course offers a comprehensive discussion of a current or popular topic in the hospitality field. Students analyze the topic critically and understand how it impacts the field and the student's career. The exact topic is announced in the current term schedule. Prerequisite: Approval of the advisor.
- HOS310 Beverage Operations Management** 4.5 credits
 This course provides students with the practical knowledge needed to manage a bar or beverage operation. This course presents principles and theories to support and reinforce practical aspects. Federal, state, and local regulations governing operations serving alcoholic beverages are presented. Prerequisite: None.
- HOS320 Hospitality Marketing** 4.5 credits
 This course takes a practical perspective in introducing students to the marketing of hotels, restaurants, and clubs. There are chapters on market segmentation, marketing research, advertising, public relations, promotions, packaging, pricing strategies, revenue maximization, travel purchasing systems, and the future of hospitality marketing. Prerequisite: None.
- HOS330 Food and Beverage Controls** 4.5 credits
 This course covers the principles and procedures involved in an effective food and beverage control system, including standards determination, the operating budget, cost-volume-profit analysis, income and cost control, menu pricing, labor cost control, and computer applications. Prerequisite: None.
- HOS345 Charcuterie** 4.5 credits
 This course examines the advanced aspects of charcuterie and includes forcemeats, mousses, sausages, cured meats, fish and poultry, and the basics of smoking as a flavoring and curing agent. *This course has food and supplemental instructional fees.* Prerequisite: CUL140 or CUL152. Lecture Hours: 25; Lab Hours: 40.
- HOS350 Wine Appreciation** 4.5 credits
 This course introduces students to terminology and principles used in the wine industry. Focus is on names and characteristics of grape varieties, differences between Old World and New World wines, qualities and characteristics of Old World wines, and principles of wine and food pairing. In addition, students cover a brief overview of other alcoholic beverages including beer and distilled liquors. Many classes include a tasting of four to eight wines so students may experience the flavors, bodies, and aromas in different wines. *This course has a food fee.* Prerequisite: Students must be 21 years of age to participate in tasting.
- HOS355 Catering Management** 4.5 credits
 This course introduces the skills needed to manage on-premise catering operations. Subject matter includes marketing and sales, recipe costing, menu development, kitchen and dining room layouts, staff requirements, and cooking and serving skills particular to catered events. Prerequisite: None.
- HOS365 International Hotel Management** 4.5 credits
 This course provides the background every graduate needs in today's rapidly changing global marketplace. It prepares students to plan, develop, market, and manage hotels in the international arena. It gives students a solid foundation for understanding and managing cultural diversity in the workplace and underscores the importance of protocol in international interactions. Prerequisite: None.

- HOS375 Recipe and Product Development** 4.5 credits
This course focuses on the scientific process of creating and testing a recipe to achieve a desired result. In addition, students study the steps needed to bring a product, once developed, to the mass market, as well as the types of ingredients often reserved only for mass-marketed foods. *This course has food and supplemental instructional fees.* Prerequisite: CUL140 or CUL152. Lecture Hours: 25; Lab Hours: 40.
- HOS415 Convention Management** 4.5 credits
This course defines the scope and segmentation of the convention and group business market, describes marketing and sales strategies to attract markets with specific needs, and explains techniques to meet those needs as part of meeting and convention service. Prerequisite: None.
- HOS425 Security and Loss Prevention** 4.5 credits
Liability is a risk in the hospitality industry. Security and safety of the guest is essential, as is the prevention of lawsuits. Training of the employees, development of inspection checklists, and maintenance of these functions are introduced. This course discusses the necessary steps for security and loss prevention while being proactive which includes protecting assets, hotel, employees, and guests. Prerequisite: None.
- HOS430 Hospitality Facilities Design** 4.5 credits
This course focuses on the style and design of restaurants to achieve pleasing aesthetics and functionality. Students learn from case studies as well as texts the skills needed to design a restaurant. Prerequisite: None.
- HOS435 Revenue Management** 4.5 credits
Managing the revenue in a hospitality operation is the key to a profitable operation. Yield is money and yield management is a technique to maximize revenue by managing room rates. This course teaches students how to effectively manage hotel rates, while analyzing its revenue per available room (REVPAR). Prerequisite: None.
- HOS440 Hospitality Facilities Management and Design** 4.5 credits
This course focuses on the management and design of hotel and restaurant facilities. Students learn about operating budgets, energy management, water and waste systems, facility designs, and equipment. Prerequisite: None.
- HOS445 Presentation and Plate Design** 4.5 credits
This course focuses on traditional and contemporary plate presentation. Students prepare to meet the exacting standards of the industry through competitions, both in-house and nationally. Domestic and international standards are introduced as they apply to upper level chef positions. *This course has food and supplemental instructional fees.* Prerequisite: CUL140 or CUL152. Lecture Hours: 25; Lab Hours: 40.
- HOS455 Product Preservation Technology** 4.5 credits
This course introduces students the growing field of packaging and preserving food. Students view preservation procedures both from the consumers' perspective, discussing pros and cons of using pre-prepared foods, and from the producer's perspective. Students learn the technology and techniques for preparing irradiated, sous-vide, cryovac, frozen, freeze dried, and oven dried foods. In addition, students gain hands-on experience using one or more of these techniques. *This course has food and supplemental instructional fees.* Prerequisite: CUL140 or CUL152. Lecture Hours: 25; Lab Hours: 40.
- HOS490 Hospitality Capstone** 4.5 credits
The capstone course provides a culminating experience for students to integrate their knowledge, skills and dispositions into a student centered independent project. This course should be taken at the end of the student's program. Students work under the supervision of a faculty advisor to develop the capstone. For hospitality, the students critically analyze course work and experiences to demonstrate a range of abilities. The capstone projects may include, but are not limited to, writing a research paper, designing a catered event, designing and preparing a multi-course menu, designing and teaching a course to faculty and students, and creating a system that could be applied to a hospitality operation for greater efficiency or effectiveness. Prerequisite: Approval of the advisor.
- HOS491 Special Topics in Hospitality I** 4.5 credits
This course offers a comprehensive discussion of a current or popular topic in the hospitality field. Students analyze the topic critically and understand how it impacts the field and the student's career. The exact topic is announced in the term schedule. Prerequisite: Approval of the advisor.
- HOS492 Special Topics in Hospitality II** 4.5 credits
This course offers a comprehensive discussion of a current or popular topic in the hospitality field. Students analyze the topic critically and understand how it impacts the field and the student's career. The exact topic is announced in the term schedule. Prerequisite: Approval of the advisor.
- HOS493 Special Topics in Hospitality III** 4.5 credits
This course offers a comprehensive discussion of a current or popular topic in the hospitality field. Students analyze the topic critically and understand how it impacts the field and the student's career. The exact topic is announced in the term schedule. Prerequisite: Approval of the advisor.
- HOS494 Special Topics in Hospitality IV** 4.5 credits
This course offers a comprehensive discussion of a current or popular topic in the hospitality field. Students analyze the topic critically and understand how it impacts the field and the student's career. The exact topic is announced in the term schedule. Prerequisite: Approval of the advisor.
- HUM110 Principles of Ethics** 4.5 credits
This course focuses on the application of ethics to personal and professional life. Positive and negative sides to behavior and how this affects self-image and self-respect are discussed. Prerequisite: None.
- HUM250 Cultural Diversity** 4.5 credits
This course is designed to provide students with tools to build cultural competence. Students develop positive perception of cultural diversity. The course examines the most important elements of cultural diversity, understanding, and awareness. By understanding the concepts of cultural competence students have a better grasp of diversity categories and the characteristics and systems of cultures. The overall goal is to exemplify the challenges and benefits of diversity and strengthen the possibilities of living and working together in a multicultural society. Prerequisite: None.
- HUM290 Current Topics in the Humanities** 4.5 credits
This course concentrates on current issues in the humanities. Topics may include, but are not limited to, introductory topics in philosophy, religion, culture, and/or language arts. Prerequisite: Approval of the advisor.
- HUM320 World Literature** 4.5 credits
This course emphasizes an understanding and appreciation of world literature. Materials covered include Western and non-Western literary endeavors. The focus is on similarities among the various literatures, analysis of literary genre, and appreciation of voice. Prerequisite: None.



- HUM330 The American Experience** 4.5 credits
 This course emphasizes the development of American values and institutions through analysis of social, political, and economic materials. The course examines the influence of political, economic, social, and environmental factors as it explores ideas of individualism, success, and national character. Materials may include historical documents; literature; and social, political, and artistic works. Prerequisite: None.
- HUM410 Understanding World Cultures** 4.5 credits
 This course discusses civilizations and cultures as they evolved from Eastern, Western, African, and South American influences. The students relate diverse cultures to their impact on contemporary society, politics, and world events. Prerequisite: None.
- HUM490 Special Topics in the Humanities I** 4.5 credits
 This course concentrates on special topics in the humanities. Topics may include, but are not limited to, advanced topics in ethics, philosophy, religious and cultural studies, and/or language arts. Prerequisite: None.
- HUM491 Special Topics in the Humanities II** 4.5 credits
 This course concentrates on special topics in the humanities. Topics may include, but are not limited to, advanced topics in ethics, philosophy, religious and cultural studies, and/or language arts. Prerequisite: Approval of the advisor.
- HUM492 Special Topics in the Humanities III** 4.5 credits
 This course concentrates on special topics in the humanities. Topics may include, but are not limited to, advanced topics in ethics, philosophy, religious and cultural studies, and/or language arts. Prerequisite: Approval of the advisor.
- HUM493 Special Topics in the Humanities IV** 4.5 credits
 This course concentrates on special topics in the humanities. Topics may include, but are not limited to, advanced topics in ethics, philosophy, religious and cultural studies, and/or language arts. Prerequisite: Approval of the advisor.
- MAT099 Fundamentals of Mathematics**
 This course provides an introduction to the basic techniques of mathematics and the application to problem solving in different areas of business and industry. The course is intended for remediation of incoming students only; it is not intended to prepare students for College Algebra, Statistics, or Introduction to Calculus. Prerequisite: None.
Note: This course is intended as a remedial class and carries no degree credit. It is equivalent to 4.5 credit hours for purposes of student status and tuition cost.
- MAT111 Modern Math with Algebra** 4.5 credits
 This course explores a variety of algebraic concepts including rational expressions, radicals, exponents, and quadratic equations. This course also provides an introduction to modern techniques of mathematical problem solving and the application of these techniques in different areas of business and industry, including but not limited to logic, numeration, voting theory, and graph theory. Prerequisite: MAT099/110 or an ACCUPlacer score of 75 or greater on the diagnostic arithmetic test.
- MAT210 College Algebra** 4.5 credits
 This course builds on a variety of algebraic concepts including graphs of equations in two variables, functions and their graphs, linear and quadratic functions, polynomial and rational functions, exponential and logarithmic functions, analytical geometry, systems of equations and inequalities, sequences, induction and the binomial theorem. Prerequisite: MAT111 or an ACCUPlacer score of 100 or greater on the arithmetic test and an ACCUPlacer score of 65 or greater on the elementary algebra test.
- MAT220 Discrete Mathematics** 4.5 credits
 This course provides an overview of mathematical abstractions and notations related to computer science. Students use critical thinking to apply discrete mathematic techniques to solve problems. Topics include logic and proof, basic set theory, algorithms, induction, graph theory, recurrence relations, and probability. Prerequisite: MAT210.
- MAT290 Current Topics in Mathematics** 4.5 credits
 This course concentrates on current topics in mathematics. Topics may include, but are not limited to, set theory, algebraic concepts, geometry, and probability. Prerequisite: Approval of the advisor.
- MAT310 Statistics** 4.5 credits
 This course presents material essential to developing a new competency in qualitative literacy. The course focuses on students collecting and interpreting data, descriptive and inferential statistics, and probability. Prerequisite: MAT111 or higher.
- MAT320 Probability and Statistics** 4.5 credits
 This course introduction to probability and statistics as it relates to computer science. Students strategize on collecting, analyzing and interpreting data. Topics include data presentation, fundamentals probability, measures of central tendency, and statistical inference. Prerequisite: MAT210.
- MAT410 Introduction to Calculus** 4.5 credits
 This course focuses on techniques of differential and integral calculus. Students gain a sound, intuitive understanding of the basic concepts of calculus through a problem-solving approach. Topics include functions, graphs, and limits; differentiation; derivatives; exponential and logarithmic functions; integration; and variables. Prerequisite: MAT210.
- MAT490 Special Topics in Mathematics I** 4.5 credits
 This course concentrates on special topics in mathematics. Topics may include, but are not limited to, mathematical history and philosophy, Euclidian and non-Euclidian geometries, linear algebra, polar coordinates, vectors, partial derivatives, line integrals, and multiple integrals, as well as applications for these topics. Prerequisite: Approval of the advisor.
- MAT491 Special Topics in Mathematics II** 4.5 credits
 This course concentrates on special topics in mathematics. Topics may include, but are not limited to, mathematical history and philosophy, Euclidian and non-Euclidian geometries, linear algebra, polar coordinates, vectors, partial derivatives, line integrals, and multiple integrals, as well as applications for these topics. Prerequisite: Approval of the advisor.
- MDL099 Moodle for Students**
 The purpose of this course is to orient students to Moodle before they take the regular classes that require them to have basic knowledge of Moodle. The class is intended to supplement the face-to-face orientation given to students at campus level. Most importantly, students are able to learn about the mechanics of Moodle without necessarily waiting for the start date of their regular classes. It is designed to help students understand various features and functionalities of Moodle and increase their readiness and self-confidence in taking online courses. Prerequisite: None.
- PSY110 Social Psychology** 4.5 credits
 This course provides an application of psychological principles to the development of a stable social framework within business and personal environments. Prerequisite: None.



- PSY290 Current Topics in Psychology** 4.5 credits
 This course concentrates on current issues in psychology. Topics may include, but are not limited to, introductory topics in learning, memory, motivation, emotion, states of consciousness, psychological assessment, mental health, psychology of personality, and creativity. Prerequisite: Approval of the advisor.
- PSY320 Human Growth and Development** 4.5 credits
 This course emphasizes the psychological, cognitive, emotional, and social development of the human organism. Materials include those related to the various stages of the life span, the developmental influence of social class, the family, the school, and the group. A focus is placed on the abilities, needs, problems, and concerns of humans to change throughout life and how people are shaped by their experiences throughout their development. Prerequisite: None.
- PSY325 Positive Psychology** 4.5 credits
 This course provides an introduction to the relatively new field of positive psychology. Positive psychology calls for as much focus on strength as on weakness, as much interest in building the best things in life as in repairing the worst, and as much attention to fulfilling the lives of healthy people as to healing the wounds of the distressed. Historically, psychology has been 'negative' in orientation. It has narrowly sought to understand and repair human weaknesses and liabilities. Positive psychologists say the psychology of the past sixty years is incomplete. As simple as that sounds, it demands a change in perspective. This seminar focuses on the basics of positive psychology. Students are provided with opportunities to understand theory and research pertaining to the psychology of human strengths, assets, abilities, and talents. Knowledge gains are reinforced with personalized experiential learning exercises. Prerequisite: None.
- PSY340 Critical Thinking and Reasoning** 4.5 credits
 This course is designed to help students develop critical thinking skills. Participants are exposed to both logical and illogical thinking processes as a means to develop their skills in reasoning, analysis, and the use of logical arguments. Various kinds of arguments are presented, analyzed, and logical fallacies are explored with the goal of reaching sound conclusions. Deductive and inductive reasoning are examined as are the criteria for sound reasoning and common reasoning mistakes people make. Students debate issues from different sides with both logical and illogical arguments. Prerequisite: None.
- PSY350 Mindful Leadership** 4.5 credits
 This self-exploration course is designed to help professionals become more thoughtful leaders who are able to lead individuals, teams, and organizations. The course focuses on the concept of "Mindful Leadership" and helps to develop "soft skills" necessary to effectively navigate the world. Topics may include, but are not limited to, leadership, emotional intelligence, meditation, personal psychological assessment, mental health, and creativity. Prerequisite: None.
- PSY490 Special Topics in Psychology** 4.5 credits
 This course concentrates on special topics in psychology. Topics may include, but are not limited to, advanced topics in deviant behavior, psychological testing and assessment, religious behavior, neurophysiology, and psychology and the law. Prerequisite: Approval of the advisor.
- SCI110 General Science** 4.5 credits
 This course examines scientific concepts and principles in an integrated manner to provide an overview of the sciences. Topics include physics, astronomy, chemistry, earth science, and biology as a means to address areas such as growing global population, limited resources, and the fragile environment. Prerequisite: None.
- SCI250 Microbiology** 4.5 credits
 This course examines the structure; nutrition; growth; genetics; classification; and ecology of bacteria, viruses, fungi, and protozoa. Attention is given to methods of microbial control and the human immune response to microbes. Students also learn the fundamentals of microscopy, laboratory safety, scientific method, and techniques of experimentation. *This course has health sciences lab and supplemental instructional fees.* Prerequisite: None. Lecture Hours: 30; Lab Hours: 30.
- SCI290 Current Topics in Science** 4.5 credits
 This course concentrates on current issues in science. Topics may include, but are not limited to, introductory topics in meteorology, geology, ecology, evolutionary biology, and the space sciences. Prerequisite: Approval of the advisor.
- SCI360 Introduction to Biochemistry** 4.5 credits
 This course examines the basic structures and functions of carbohydrates, lipids, nucleotides, and proteins and their role in human metabolism. Vitamins, co-enzymes, and minerals are examined and pathways for xenobiotic metabolism are discussed. Prerequisites: SCI250.
- SCI410 Impact of Science and Technology** 4.5 credits
 This course is an introduction to the basic concepts of science and future thinking. The content demonstrates how scientific and technological advances have significantly impacted all aspects of contemporary life. Prerequisite: None.
- SCI490 Special Topics in Science** 4.5 credits
 This course concentrates on special topics in science. Topics may include, but are not limited to, advanced topics in interdisciplinary studies such as the history of science and technology, cross-cultural studies of science, cosmology, biotechnology, the use of science and technology to enhance human abilities and quality of life, and techniques for assessment and remediation of science and technology hazards. Prerequisite: Approval of the advisor.
- SPA210 Spanish I** 4.5 credits
 This course uses vocabulary and language structure through a series of activities designed for realistic communication which allow students to achieve both written and spoken Spanish language skills. Through reading, dialogue, and associated study, students develop an understanding of the language and cultural distinctions of Spanish speakers worldwide. Prerequisite: None.
- SPA310 Spanish II** 4.5 credits
 This course reviews the fundamentals of the Spanish language and provides special attention to the continuing development of students' conversational and reading skills. Students build upon their understanding of the language in both written and oral forms. Prerequisite: HUM210.
- STR101 Stratford 101**
 This course is designed to prepare first-semester freshmen for the rigors and responsibilities of college by providing instruction in professionalism, time management, study skills and student responsibilities. Students develop the skills necessary for success in the new and demanding environment of college and increase the likelihood they will achieve their degrees. This is accomplished by providing instruction in time management, studying, test taking, interpersonal and communications skills as well as University requirements, policies and procedures. The importance of attendance, participation, group work and other strategies for success are emphasized. The skills cultivated in STR101 are utilized in all other academic and lab courses and students' professional lives as they progress through employment and managerial positions.



GRADUATE PROGRAMS

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An academic staff and state-of-the-art facilities support the Stratford graduate programs. Research-driven academic projects are central to the educational structure. Projects may include business plans and venture capital proposals. Students and faculty pursue scholarly work related to the disciplines addressed in these programs. Facilities are in place to utilize the latest technology for teaching, research, and other scholarly activities. Graduates are qualified for a number of high-level technical and management positions in industry and government.

SCHOOL OF HOSPITALITY AND CULINARY ARTS

Master of Science International Hospitality Management

The mission of the Master of Science in International Hospitality Management program is to prepare tomorrow's leaders in the international hospitality field. As the hospitality industry increasingly seeks employees with college degrees, especially those with degrees in hospitality or hospitality-related fields, the expectation for a master's degree to acquire management-level positions continues to increase. This program offers a natural progression from the undergraduate to graduate program and provides entry-level and seasoned hospitality professionals with the skills and knowledge they need to stand out and advance in the competitive hospitality industry.

The learning goals of the program include evaluating, synthesizing, and applying knowledge gained from core professional program courses to solve problems. Students learn to communicate effectively in their professions using ethical practices and cross-cultural sensitivity and understanding. Lastly, students apply information technology and professional techniques in the service of culinary and hospitality enterprises.

12 Core courses x 4.5 credit hours = 54 credit hours
12 Total courses x 4.5 credit hours = 54 credit hours

This program typically takes 6 terms to complete for students enrolled full-time.

Core Requirements

EBM502.....Research Methods.....	4.5
EBM520.....Human Resource Management.....	4.5
EBM554.....Global Economies and Markets.....	4.5
EBM587.....Strategic Business Marketing.....	4.5
HSM510.....Strategic Planning in the Hospitality Industry.....	4.5
HSM520.....Financial Management in Hospitality.....	4.5
HSM530.....Managerial Economics in Hospitality.....	4.5
HSM540.....Facilities and Assets Development and Management.....	4.5
HSM550.....Information Technology in the Hospitality Industry.....	4.5
HSM570.....Operations Management in Hospitality.....	4.5
HSM590.....Current Issues in Hospitality Management.....	4.5
HSM595.....Graduate Research Production and Design.....	4.5
Total Core Requirements: 12 courses	54 credits

GRADUATE COURSE DESCRIPTIONS

Graduate Course Prefix Designations

EBM	Business
HSM	Hospitality

Graduate courses have numbers 500 to 799. Consult with an academic advisor prior to enrollment to ensure course selections meet program requirements and satisfy all prerequisites.

EBM502 Research Methods 4.5 credits
The course focuses on methods for the conduct of research and development projects. Specifically, students learn about the scientific method, as well as research and design requirements and objectives. Course work involves qualitative, quantitative, and case studies; performance metrics; design procedures and control; and sources of error and bias. In addition, evaluation tools and formal validation methods are discussed. **Prerequisite: None.**

EBM520 Human Resource Management 4.5 credits
This course provides the fundamentals of human resource management (HRM). Topics covered are organizational psychology, human interaction, individual effectiveness, and social issues. Other areas include human resource planning, strategic management, organizational structure, legal environment, and organizational staffing. **Prerequisite: None.**

EBM554 Global Economies and Markets 4.5 credits
This course examines key dimensions of the global economy and global economics, including international business opportunities and risks, economic simulations, trade theory and policy, the balance of payments, foreign exchange markets, exchange rate systems and risks, and international payment systems. Additional topics such as foreign direct investments are discussed in addition to the changing role of multinational corporations and elements of international corporate strategies. **Prerequisite: None.**

EBM587 Strategic Business Marketing 4.5 credits
This course examines marketing variables and marketing strategy in developed and developing countries. The importance of differences among nations in language, culture and social forces, politics and laws, values, channels or distribution, and buyer behavior is examined. The course also emphasizes the importance of the marketing orientation in the present global competitive environment and the relationships between marketing and business development and strategy in an international setting. **Prerequisite: None.**

HSM510 Strategic Planning in the Hospitality Industry 4.5 credits
The purpose of this course is to develop conceptual and analytical strategic evaluation skills and provide comprehensive knowledge of the strategic management process. Topics examined include environmental analysis, firm resource analysis, competitive analysis, strategy formulation and implementation, international strategy, and strategic control. The goal is to provide students with the ability to develop vision, mission statements, and objectives for an organization; identify key strategic issues facing the hospitality industry; apply tools for effectively influencing an organization's structure; systems culture and relationships; analyze the internal and external environments in which the organization operates; and to formulate organizational strategies. **Prerequisite: None.**



HSM520 Financial Management in Hospitality 4.5 credits
This course builds a knowledge foundation in finance and accounting in order to prepare students to make sound decisions. Topics in this course include hospitality accounting systems, financial analysis, operational analysis, cost behavior, budgeting, forecasting, pricing feasibility analysis, and equity management. Students learn how to use accounting techniques to measure profit and net worth, establish differences between internal and external accounting reports, and analyze financial and accounting reports to assist in decision choices. **Prerequisite: None.**

HSM530 Managerial Economics in Hospitality 4.5 credits
This course provides a thorough understanding of financial economic analysis as it pertains to individual and organizational behavior. The course reviews theories of demand, short-term asset management, strategic valuation, capital budgeting analysis, capital structure decisions, leasing, and international financial management. Students learn to apply basic financial economic concepts, measure the impact of economic decisions on individuals and organizations, and the use of financial economic analysis in the decision-making process. **Prerequisite: None.**

HSM540 Facilities and Assets Development and Management 4.5 credits
This course creates a foundation for success by teaching students to evaluate and manage a hospitality organization's facilities and assets. Topics include feasibility, risk, facility location, functional planning and design, architectural drawings, engineering criteria, construction management, contracts, and scheduling. Upon completion of the course, students are able to determine risks associated with facilities and other assets in the hospitality industry. **Prerequisite: None.**

HSM550 Information Technology in the Hospitality Industry 4.5 credits
This course provides an understanding of how the hospitality industry applies information technology for management, decision making, and competitive advantage. Topics examined in this course include the information system concept and its components, networks, e-commerce, restaurant management systems (RMS), property management systems (PMS), global distribution systems (GDS), central reservations systems (CRS), and database management systems (DBMS). Upon completion of the course, students are able to identify specific information systems used in the hospitality industry, to evaluate the advantages and disadvantages of their application in different areas, and to use them to measure performance and service. **Prerequisite: None.**

HSM570 Operations Management in Hospitality 4.5 credits
This course builds upon existing knowledge of several other areas of management. It concentrates on the effective management of the hospitality products/service delivery and focus on the hospitality product, customer service, and information processing operations. Therefore, it involves designing, planning, and controlling activities and technologies employed in hospitality organizations in order to make daily strategic operational decisions. Topics include current operation tools and techniques currently used in the industry, operations strategy, process analysis and design, total quality management, and project management. Students use quantitative modeling, case studies, and computer software to analyze and solve operations management challenges and make operational decisions. Upon conclusion of this course, students are able to recognize and analyze operational areas in hospitality organizations and identify the position of operations management within a wider management spectrum. **Prerequisite: None.**

HSM590 Current Issues in Hospitality Management 4.5 credits
This course exposes students to timely topics of critical importance to the hospitality industry. This course uses current articles, case studies, and guest speakers to advance knowledge of the most current issues facing hospitality managers. Course topics and objectives are adapted each term to meet the changing needs of the industry, such as distribution in the hospitality industry, electronic distribution, service excellence, international employment relations, tourism, or entrepreneurship. **Prerequisite: None.**

HSM595 Graduate Research Production and Design 4.5 credits
This course provides supervised research where students utilize appropriate marketing design and quantitative and qualitative research tools to construct workable business plans or professional papers as the terminal requirement of their course of study. This course should be taken in a student's final term. **Prerequisite: Approval of the advisor.**

Recent Approval Letter

14287

Larry Hogan
Governor

Boyd K. Rutherford
Lt. Governor

Anwer Hasan
Chairperson

Jennie C. Hunter-Cavera
Acting Secretary



MHEC

Creating a state of achievement

August 21, 2015

Dr. Richard Shurtz, II
President
Stratford University
3201 Jermantown Rd.
Fairfax, VA 22030

Dear President Shurtz:

The Maryland Higher Education Commission has received an initial application from the Stratford University to renew seven existing programs and to offer five new programs at Stratford's Baltimore location. I am pleased to inform you that Stratford University is authorized to offer the programs listed below until August 31, 2016.

Approved programs:

- I. Certificate in Advanced Culinary Arts
- II. Associate of Applied Science in Advanced Culinary Arts
- III. Associate of Applied Science in Baking and Pastry Arts
- IV. Associate of Applied Science in Medical Billing and Coding
- V. Associate of Applied Science in Hotel and Restaurant Management
- VI. Bachelor of Arts in Culinary Management
- VII. Bachelor of Arts in Hospitality Management
- VIII. Master of Science in International Hospitality Management
- IX. Bachelor of Science in Health Information Management
- X. Bachelor of Science in Health Care Administration

Programs not approved:

- I. Associate of Applied Science in Medical Assisting
- II. Associate of Applied Science in Pharmacy Technician

An electronic renewal form and the regulations for out-of-state institutions are available on the Commission's website under "Academic Approval Process" at www.mhec.state.md.us. In order to operate at the approved locations after the stated expiration date, the renewal application should be completed and submitted to this office no later than five months before the institution proposes to commence operation for the academic year 2016-2017. If applicable, the use of VA benefits for these programs should be coordinated through Ms. Trish Gordon-McCown, Veterans Affairs Coordinator. She can be reached at 410-767-3098.

MARYLAND HIGHER EDUCATION COMMISSION

6 N. Liberty Street • 10th Floor • Baltimore, MD 21201

T 410.767.3301 • 800.974.0203 • F 410.332.0270 • TTY for the Deaf 800.735.2258 www.mhec.state.md.us

Please keep us informed of any changes contemplated in your offerings in Maryland. We look forward to continuing the cooperative relationship developed between your institution and the Maryland Higher Education Commission.

Sincerely,



Jennie C. Hunter-Cevera, Ph.D.
Acting Secretary of Higher Education

JCHC:JVF:jmc

Cc: Veronica Gogan, Compliance Officer, Stratford University