



Business & Hospitality Management

Approved by New York State Education Department (NYSED)



BUSINESS AND HOSPITALITY MANAGEMENT cultivates the skills and knowledge needed to create and guide a business through all stages of growth. Training emphasizes entrepreneurship, soft skill acquisition, legal and ethical business concepts, marketing, technological applications, human resources development, purchasing, accounting and cost control. The practical application of customer service procedures and professional communication skills will lead students toward gaining the knowledge and confidence to own, operate, or manage a successful business.

Work Environment

Managers typically work in pleasant, technology rich, air-conditioned indoor surroundings. The ability to interface one-on-one with customers requires communication skills, professional demeanor and attention to personal appearance and hygiene. General responsibilities may include: making presentations, business planning, finance, purchasing, human resources, inventory controls, security, marketing, training, sales, and promotional advertising. Some travel may be required.

Career Opportunities

Accounting
Advertising
Bed and Breakfast /Inns/Motels
Business Manager
Business Owner
Catering Manager
Concierge/Guest Services
Convention, Meeting and Event Planning
Communications Officer
Eco-tourism
Entrepreneur
Food and Beverage Manager
Franchisee
Hotel Manager
Hospitality Coordinator
Human Resources Management
Marketing
Operations Officer
Purchasing Agent
Restaurant Owner/Manager
Tour Operator
Travel and Resorts Representative

Advanced Standing Available*

Five Towns College
Dual Enrollment: St. Joseph's University
New York Institute of Technology
*College credits may be earned by meeting the criteria of articulation agreements (see listing in Handbook) Tech has established with SELECT colleges. In addition, check directly with the post-secondary institutions for any additional credits they may offer.

Academic Credits integrated:

Tech Math, Tech Sci., Eng. 12, Eco CFM, Comp App

CTE Endorsement

Students must successfully meet the academic and attendance criteria for a two-year Wilson Tech Certificate of Completion, be High School diploma eligible, and pass the following exam: National Occupational Competency Testing Exam (NOCTI): Hospitality Management - Food and Beverage.

Student Supplies

Additional supplies will need to be purchased for this program.

Average Annual Wage

Salaries are subject to market fluctuations.
For the most current updates on local & national wages go to job search engines on the internet and www.careerzone.ny.gov

Course Outline

- Accounting Practices
- Advertising
- Billing Procedures
- Bookkeeping
- Business Law
- Business Planning
- Cash Handling
- Career Opportunities
- Communication Skills
- Customer Service
- Digital Presentations
- Employability Skills
- Entrepreneurship
- Food and Beverage Controls
- Food Production
- Human Resources
- Interview Skills
- Inventory Controls
- Job Skills
- Legal and Ethical Practices
- Management Training
- Marketing
- Merchandising
- Networking
- Office Management
- Personal Development
- Personal Digital Portfolio
- Professionalism
- Public Speaking
- Purchasing and Receiving
- Resume Writing
- Security
- Workplace Safety
- Table and Take Out Service
- Technology Applications
- Telephone Communication
- Written Communication