



## **MCHA Online Resource Guide**

**Updated: April 2, 2023**

Information provided in collaboration with California State Monterey Bay -  
Sustainable Hospitality Management Program

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# Monterey Public Library Resources (Free)

## [Coursera](#) (Free w/ Monterey Public Library card)

Sign up with the [Monterey Public Library card](#) and complete the [Register with Coursera](#) form to have free access to Coursera Plus classes. Limited space is available.

Classes include:

- [Google Digital Marketing & E-commerce Professional Certificate](#)
- [HRCI Human Resource Associate Professional Certificate](#)
- [Management Foundations in the Hospitality Industry](#)
- [Food & Beverage Management](#)
- [Sustainable Tourism – promoting environmental public health](#)
- [Sustainable high-end tourism](#)
- [Foundations of Hotel Budgeting and Forecasting](#)
- [Recruiting, Hiring, and Onboarding Employees](#)
- [The Manager's Toolkit: A Practical Guide to Managing People at Work](#)
- [Google Project Management: Professional Certificate](#)

## [LinkedIn Learning](#) (Free w/ Monterey Public Library card)

Focuses on the skills needed to land jobs that are currently in-demand and provides professional certificates that can be added to a LinkedIn profile. Offers critical soft skills training, such as resilience, teamwork, and time management.

## [Prepare for Culinary Arts Certification](#) (Free w/ Monterey Public Library card)

- [Culinary Arts Practice Exam](#)

[Culinary Arts Exam Prep eBook](#)

- [ServSafe® Food Handler Practice Exams](#)

# [American Culinary Federation](#)

## [Food Trends and Techniques](#) (Free)

American Culinary Federation's (ACF) online library of food trends and techniques are collected from The National Culinary Review and valued sponsors.

## [ACF Sustainability Corner](#) (Free)

The ACF Sustainability Corner offers tools to help educate you, your team, and students on sustainable concepts to help minimize cost while reducing your carbon footprint.

## [Course Catalog](#) (Paid)

Courses in business and finance, food prep and culinary techniques, human resources, nutrition, safety and sanitation, supervision and leadership, sustainability. Courses include:

- [Culinary Communications for Chefs](#) \$10
- [Supervisory Management - 8 Hour Refresher](#) \$65
- [Safety and Sanitation - 8 Hour Refresher](#) \$65
- [Introduction to Foodservice - 30 hours](#) \$175
- [Preventing Discrimination in the Restaurant](#) \$45

# American Hotel and Lodging Educational Institute (AHLEI)

It provides professional certifications, hospitality education, and training for hospitality professionals.

## Training Programs (Paid)

AHLEI's comprehensive training programs equip hospitality staff with the necessary skills and knowledge to effectively address guests' unique needs, navigate regulatory changes, and optimize profitability. Use the industry's best training programs to ensure consistent, high-quality service while safeguarding your property's success, competitiveness, compliance and staff advancement opportunities.

## Certification Exams (Paid)

Hospitality certification provides recognition of mastery of professional knowledge and skills at every level of your hospitality career. AHLEI provides the study materials and administers the certification process for nearly 30 certification designations trademarked by the American Hotel & Lodging Association (AHLA).

- [START Certified Front Desk Representative \(CFDR\) Online Course and Exam](#)
- [Serv Safe Sexual Harassment Prevention in Hospitality: Employee Online Course, California](#)
- [Serv Safe Understanding Unconscious Bias in Hospitality: Employee Online Course](#)
- [Tripadvisor® Reputation Management for Frontline Staff Online Course](#)

## Harvard University (free online course)

Courses:

- [Rhetoric: The Art of Persuasive Writing and Public Speaking](#)
- [Exercising Leadership: Foundational Principles](#)

## Yale Online (free online courses)

Courses:

- [Introduction to Negotiation: A Strategic Playbook for Becoming a Principled and Persuasive Negotiator](#)
- [Corporate Sustainability Management: Risk, Profit, and Purpose](#)
- [Decision Making](#)

# [Institute of Hospitality](#)

## [Diversity, Equity, Inclusion and Belonging \(DEIB\) – Information, Advice and Guidance \(Free\)](#)

A range of resources, including useful organizations, links, research and publications are shown below. Our aim is to share the Forum's expertise on EDI, with our members and non-members across the hospitality industry and beyond.

### [DEIB Glossary of Terms](#)

## [Climb: Hospitality Professional Development \(Paid\)](#)

CLIMB is a complete library of self-paced e-learning programs, designed by and for hospitality professionals, that is usable across all connected devices and suited to a professional's busy lifestyle. Harnessing a range of learning artifacts, the targeted programming features interactive content leading to improved comprehension and learner engagement. Series include:

- [Guest Service Series](#) \$149
- [Communication Series](#) \$149
- [Essential Management Series](#) \$149
- [People Management Series](#) \$149
- [Restaurant Management Series](#) \$149
- [Core Series: Associate Level](#) \$199
- [Core Series: Supervisor Level](#) \$199
- [Core Series: Manager Level](#) \$199

\*Courses can be purchased separately



## [Open Stax Textbooks](#) (Free)

Openstax's business textbooks are designed to meet the standard scope and sequence requirements of their respective courses – and are **100% free online**. Complete with free resources for educators (like LMS course shells, lecture slides, instructor answer keys, and more), all OpenStax textbooks are fully customizable. Explore our texts below and adopt any and all parts useful to your course.

### Accounting and Finance

- Principles of Accounting, Volume 1: Financial Accounting
- Principles of Accounting, Volume 2: Managerial Accounting
- Principles of Finance

### Business Law and Ethics

- Business Ethics
- Business Law I Essentials
- Introduction to Intellectual Property

### Business Statistics

- Introductory Business Statistics
- Introductory Business Statistics 2e

### Business Technologies

- Workplace Software and Skills

### Economics

- Principles of Economics
- Principles of Macroeconomics
- Principles of Microeconomics

### Introduction to Business

- Introduction to Business

### Management and Marketing

- Entrepreneurship
- Organizational Behavior
- Principles of Management
- Principles of Marketing

## [Open Textbook Library](#) (Free)

Textbooks include:

- [Introduction to Tourism and Hospitality in BC](#)
- [Principles of Management](#)
- [Project Management from Simple to Complex](#)
- [Risk Management for Enterprises and Individuals](#)
- [Human Resource Management](#)
- [Strategic Management](#)
- [Small Business Management in the 21st Century](#)
- [Legal Aspects of Corporate Management and Finance](#)
- [Management Communication](#)

Additional [Business textbooks](#) in Accounting, Finance, Human Resources, Management, and Marketing.

Offers textbooks in Spanish

## [LibreTexts Workforce \(Free\)](#)

### [Food Production, Service and Culinary Arts](#)

- [Culinary Foundations](#)
- [Basic Kitchen and Food Service Management](#)
- [Introduction to Food Production and Service](#)
- [Working in the Food Service Industry](#)
- [Food Safety Sanitation and Personal Hygiene](#)
- [Restaurant Design: Concept to Customer](#)
- [Garde Manger: A Guide to the Cold Kitchen](#)
- [Flavors of the Saucier: Stocks, Sauces, and Soups](#)
- [Fruits, Vegetables, and Farinaceous Products](#)
- [Meat Identification and Fabrication](#)
- [Meat Cutting and Processing for Food Service](#)
- [Modern Pastry and Plated Dessert Techniques](#)
- [Introduction to Baking and Pastries](#)

### [Hospitality](#)

- [Cultural Heritage Tourism Event Planning and Management](#)
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## [SDG Academy \(free\)](#)

### Courses

- [Sustainable Cities](#)