

CERTIFICATE OF ACHIEVEMENT

The Certificate of Achievement in Hotel, Restaurant and Casino Management, Hotel Management emphasis prepares students for entry-level industry positions. For those currently employed in the hotel industry, this certificate enhances opportunity for job advancement. Students will obtain a strong knowledge of the basic elements of management in hotel operations with an emphasis on the hotel front office and human resources management.

STUDENT LEARNING OUTCOMES - Graduates of this program will have the opportunity to

- Demonstrate proficiency in Front Office Operations including technology related to the Front Desk.
- Demonstrate proficiency in Human Resources Management.
- Demonstrate proficiency in Housekeeping Operations.
- Demonstrate proficiency in support department operations, such as accounting, marketing and law.

GENERAL EDUCATION REQUIREMENTS (3 Credits):

	CR	SEMESTER
COMMUNICATIONS: BUS 108, COM 101, 102, 215, ENG 100, 101, 102, 107, 113, 114, 205, JOUR 102, THTR 105	3-5	_____

SPECIAL PROGRAM REQUIREMENTS (30 Credits):

	CR	SEMESTER
ACC 201 Financial Accounting	3	_____
HMD 101 Introduction to the Hospitality Industry	3	_____
HMD 103 Introduction to the Lodging Industry	3	_____
HMD 202 Housekeeping Operations	3	_____
HMD 203 Front-Office Operations	3	_____
HMD 225 Basic Computer Applications for Hospitality Managers	3	_____
HMD 235 Hotel, Restaurant and Gaming Law	3	_____
HMD 259 Human Resources Management in the Hospitality Industry	3	_____
TCA 180 Hotel, Restaurant and Casino Marketing	3	_____
TCA 221 Hospitality Accounting I	3	_____
Computation included in ACC 201		
Human Relations included in HMD 259		

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Total Credits

HMD C04

Students may elect to graduate using the degree requirements in effect at the time of matriculation, or when they declared or changed major or the current catalog. If a program is official after a student has matriculated, the student may choose the degree requirements of the new program. In no case may a student use a catalog which is more than six years old at the time of graduation.