

## 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
<b>COMMUNICATIONS:</b> 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
<b>ACC 201</b> Financial Accounting	3	_____
<b>HMD 101</b> Introduction to the Hospitality Industry	3	_____
<b>HMD 103</b> Introduction to the Lodging Industry	3	_____
<b>HMD 202</b> Housekeeping Operations	3	_____
<b>HMD 203</b> Front-Office Operations	3	_____
<b>HMD 225</b> Basic Computer Applications for Hospitality Managers	3	_____
<b>HMD 235</b> Hotel, Restaurant and Gaming Law	3	_____
<b>HMD 259</b> Human Resources Management in the Hospitality Industry	3	_____
<b>TCA 180</b> Hotel, Restaurant and Casino Marketing	3	_____
<b>TCA 221</b> Hospitality Accounting I	3	_____

Computation included in ACC 201

Human Relations included in HMD 259

**33**  
Total Credits

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.