

**Hotel Management**

CERTIFICATE OF ACHIEVEMENT (CoA)

REQUIRED CREDITS: 31

DEGREE CODE: HMD-CT

**DESCRIPTION**

The Certificate of Achievement in Hotel Management provides students the opportunity to seek employment in an entry-level position, or for those already in the hotel industry, an opportunity for professional growth and career advancement.

**STUDENT LEARNING OUTCOMES**

- Compare and contrast the different businesses in the hospitality industry.
- Develop an operations manual for the Rooms Division in a hotel.
- Analyze financial statements using the Uniform System of Accounts for Hotels.
- Differentiate between the service delivery systems used in the hospitality industry.

**PLEASE NOTE** - The courses listed below may require a prerequisite or corequisite. Read course descriptions before registering for classes. All MATH and ENG courses numbered 01-99 must be completed before reaching 30 total college-level credits. No course under 100-level counts toward degree completion.

**GENERAL EDUCATION REQUIREMENTS (3 CREDITS)****COMMUNICATIONS (3-5 credits)**

BUS 108; COM 101, 102, 215; ENG 100, 101, 102, 107, 113, 114, 205; JOUR 102; THTR 105

**SPECIAL PROGRAM REQUIREMENTS (28 CREDITS)**

HMD 101	Introduction to the Hospitality Industry	3
HMD 202	Housekeeping Operations	3
HMD 203	Front-Office Operations	3
HMD 226	Industry Computer Applications for Hospitality and Tourism	3
HMD 235	Hotel, Restaurant and Gaming Law	3
HMD 253	Hospitality Services Management	3
HMD 259	Human Resources Management in the Hospitality Industry	3
HMD 295	Work Experience in Lodging Operations	1
TCA 180	Hotel, Restaurant and Casino Marketing	3
TCA 221	Hospitality Accounting I	3

Computation included in TCA 221

Human Relations included in HMD 259

**FULL-TIME STUDENT DEGREE PLAN**

*Plan can be modified to fit the needs of part-time students by adding more semesters.*

**FIRST SEMESTER**

	Credits
Complete Communications (see courses this page)	3-5
HMD 101 Introduction to the Hospitality Industry	3
HMD 202 Housekeeping Operations	3
HMD 226 Industry Computer Applications for Hospitality and Tourism	3
TCA 180 Hotel, Restaurant and Casino Marketing	3
<b>TOTAL CREDITS</b> .....	<b>15-17</b>

**SECOND SEMESTER**

	Credits
HMD 203 Front-Office Operations	3
HMD 235 Hotel, Restaurant and Gaming Law	3
HMD 253 Hospitality Services Management	3
HMD 259 Human Resource Management in the Hospitality Industry	3
HMD 295 Work Experience in Lodging Operations	1
TCA 221 Hospitality Accounting I	3
<b>TOTAL CREDITS</b> .....	<b>16</b>
<b>DEGREE PLAN TOTAL CREDITS</b> .....	<b>31-32</b>

- NOTE**
- Course numbers with the “B” suffix may be non-transferable for a NSHE baccalaureate degree.
  - Course numbers with the “H” suffix are designated Honors-level courses and can be used to fulfill equivalent general education requirements. For more information visit [www.csn.edu/honors](http://www.csn.edu/honors).
  - In no case, may one course be used to meet more than one requirement except for the Values and Diversity general education requirement (only AA, AS, and AB degrees) which may be used to fulfill the corresponding general education or emphasis requirement.
  - 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.

