

HOTEL, RESTAURANT, AND TOURISM ADMIN, CAREER AND TECHNICAL CERTIFICATE

This CTC provides the student with a general survey of the functions and practices of a business. It provides an overview of accounting, marketing, general management, human resources management, finance, purchasing and production and operations management through the introduction to business course. Through the two hospitality courses, it provides an understanding of the scope and complexity of the hospitality industry, introduces key hospitality definitions, the opportunities available, and the training necessary to achieve a successful hospitality management career, a detailed presentation of lodging operations management in specific areas including office operations, housekeeping and sanitations; food and beverage; and facility operations. Risk management/security and accounting/financial operations are also provided. Both latter courses will follow the American Hotel and Lodging Association (AHLA) curriculum. Prior to the completion of this CTC, students will test for the Certified Guest Service Professional (CGSP) designation and Responsible Vendors License (TIPS), both industry-based certifications. Micros Opera web-based training is also included.

Code	Title	Hours
Major Courses ¹		
BUSN 1100	Introduction to Business	3
BUSN 1800	Introduction to Hospitality Management	3
BUSN 2800	Lodging Management	3
Total Hours		9

¹ Must earn a grade of "C" or better.