

HOSPITALITY, CERTIFICATE OF ACHIEVEMENT (C)

Comprised of intensive eight-week courses, part-time students who enroll in two courses per semester will be able to complete the certificate in two years. Those who enroll full-time will be able to complete both the certificate and the degree in two years.

Fully accredited by the American Hotel and Lodging Association (AH and LA), students will receive AH and LA course certificates for each course they successfully complete. Students who earn this SBCC certificate will also qualify for the Hospitality Operations Certificate from the AH and LA.

Requirements

Certificate of Achievement Requirements

Complete all Department Requirements for the Certificate of Achievement with a cumulative grade point average (GPA) of 2.0 or better. Candidates for a Certificate of Achievement are required to complete at least 20% of the department requirements through SBCC.

Code	Title	Units
Department Requirements		
ACCT 110	Introduction to Accounting	4
BUS 101	Introduction To Business	2-3
or FIN 101	Introduction To Finance And Banking	
or IBUS 102	Introduction to International Business	
or CA 111	Hospitality Controls	
CA 113	Hospitality Sanitation And Safety	2
CA 117A	Hotline Kitchen Fundamentals	2-4
or CA 124	Principles of Baking	
COMP 101	Introduction to Computer Applications	4
or CIS 101	Introduction to Computers and Information Systems	
HM 290	Hotel Work Experience	3-4
Complete 4 courses from the following:		12
HM 150	Hospitality Law	
HM 151	Front Office Operations	
HM 152	Housekeeping Operations	
HM 153	Food And Beverage Operations	
HM 256	Supervision In The Hospitality Industry	
HM 257	Hospitality Sales and Marketing	
HM 258	Security And Loss Management	
HM 259	Training And Development Skills For Hospitality Professionals	
Total Units		29.00-33.00

Learning Outcomes

1. Be proficient at an entry level supervision position and have broad knowledge and experience in all subject areas the program.
2. Know and enforce laws specific to the hospitality industry.
3. Demonstrate mastery of front office operations both with customer service, technology and reporting expectations.

4. Organize and be able to manage or work in a housekeeping department, demonstrate effective and efficient ways of cleaning, create productivity reports and staff schedules.
5. Demonstrate knowledge of food and beverage operations by creating operational plans, inventory, storage, food safety, staffing, cuisine, alcohol laws.
6. Create a sales and marketing plan and be able to train staff on customer service.
7. Prepare an emergency plan and train staff in its implementation. Demonstrate the ability to minimize loss.
8. Create and implement training programs.
9. Demonstrate proficiency in language, technical and computational skills.

Recommended Sequence

Make an appointment with your SBCC academic counselor through Starfish to create a Student Education Plan that reflects a recommended course sequence for this program that is tailored to your individual needs.

How to schedule an Academic Counseling appointment (<https://www.sbcc.edu/counselingcenter/counselingappointments.php>).