

SOC 115	Filipino-American Culture (3)
ASIA 115	Filipino-American Culture (3)
ENGL 270	Multicultural Literature (3)
ENGL 271	Latin American Literature (3)
ENGL 272	Chicano Literature (3)
ENGL 273	African American Literature (3)
ENGL 274	Literature of the U.S.–Mexico Borderlands and Baja California (3)
ENGL 280	Literature By Women (3)
MUS 106	Introduction to Jazz (3)
ART 112	Arts of Africa, Oceania, and Indigenous North Americas (3)
ART 113	Art and Culture of Pre-Hispanic Mexico (3)
ART 129	Asian Art (3)
ART 149	Women in Western Art History, 1550–Present (3)
ART 150	Art History Survey—Stone Age to the Ages of Faith (3)
ART 151	Art History—Renaissance to Contemporary (3)
ART 157	Nineteenth Through Twenty-First Century Art (3)
HUM 120	Introduction to Gender and Women’s Studies (3)
HUM 121	Women and Gender in World Culture (3)
HUM 122	Women and Gender in Social Movements (3)
HUM 123	Women and Gender in World Art (3)

B) A language other than English which is articulated as fulfilling CSU GE Area C2 or IGETC Area 3B.

FIL 201	Intermediate Filipino I(5)
ASL 120	American Sign Language I (4)
ASL 130	American Sign Language II (4)
CHIN 101	Mandarin Chinese I (5)
CHIN 102	Mandarin Chinese II (5)
FIL 101	Elementary Filipino I (5)
FIL 102	Elementary Filipino II (5)
FREN 101	Elementary French I (5)
FREN 102	Elementary French II (5)
FREN 201	Intermediate French I (5)
FREN 202	Intermediate French II (5)
ITAL 101	Elementary Italian I (5)
ITAL 102	Elementary Italian II (5)
ITAL 201	Intermediate Italian I (5)
ITAL 202	Intermediate Italian II (5)
JPN 101	Beginning Japanese I (5)
JPN 101A	Introductory Elementary Japanese (3) AND
JPN 101B	Continuation of Elementary Japanese (3)
JPN 102	Beginning Japanese II (5)
JPN 201	Intermediate Japanese I (5)
JPN 202	Intermediate Japanese II (5)
PORT 101	Elementary Portuguese I (5)
PORT 102	Elementary Portuguese II (5)
SPAN 101	Elementary Spanish I (5)
SPAN 101A	Introduction to Elementary Spanish (3) AND
SPAN 101B	Continuation of Elementary Spanish (3)
SPAN 102	Elementary Spanish II (5)
SPAN 201	Intermediate Spanish I (5)
SPAN 202	Intermediate Spanish II (5)
SPAN 215	Spanish for Bilinguals I (5)
SPAN 216	Spanish for Bilinguals II (5)
SPAN 221	Introduction to Literature for Bilinguals (5)
SPAN 225	Intermediate Conversation and Writing on Spanish Culture (3)

SPAN 226	Intermediate Conversation and Writing on Latin American Culture (3)
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AREA 2: (3 units)

3

Any history course (including courses from LIST A if not used above) or any non-history course from the humanities or social sciences related to history articulated as fulfilling CSU GE Area C or D or IGETC Area 3 or 4.

OR

Any introductory level social sciences course articulated as fulfilling CSU GE Area D or IGETC Area 4

SOC 101	Introduction to Sociology (3)
PSYC 101	General Psychology (3)
PS 101	Introduction to Political Science (3)
ECON 100	Contemporary Economic Problems (3)
ANTH 102	Cultural Anthropology (3)
AJ 111	Introduction to Administration of Justice (3)
GEOG 106	World Regional Geography (3)
CD 170	Principles of Child Development (3)

Total units

18–20

- * Students planning to transfer to a four-year college or university should complete courses specific to transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center.

HOSPITALITY AND TOURISM MANAGEMENT

SCHOOL OF BUSINESS AND TECHNOLOGY

DEAN: Mink Stavenga, DBA, Office 470K, 619-482-6569

DEPARTMENT CHAIR: Gail Stockin, M.A.

GENERAL DESCRIPTION

Hospitality and tourism is a dynamic and growing industry in San Diego County with many opportunities and career paths for individuals who desire to advance and gain excellent positions in the field. While the field has many facets including recreation and entertainment, it is often divided into four key areas: event, and convention planning; travel and tourism; hotel operations; and culinary arts. The School of Business, Professional & Technical Education provides programs for employment training in all four areas at both the entry and management levels. Employment stability and wages vary within each area; however, the most lucrative positions can be found at the supervisory and managerial levels. These positions are often part of a career ladder which allows an entry-level employee to pursue additional education and training to gain positions of greater



responsibility and higher wages. With this career ladder in mind, the School of Business, Professional & Technical Education has designed both a basic and an advanced certificate to allow students to enter or to advance in the industry. Our School has also designed an associate in science degree that will allow students to continue their studies with the goal of advancing even further within the industry.

In addition to these career training programs, a transfer program, Hospitality and Tourism Management, has been developed for students who desire to transfer to four-year institutions including San Diego State University at the local level, as well as other institutions at the state and national levels. Transfer students can work toward a bachelor's degree in hospitality and tourism, which is often required for top-level or high executive positions.

CAREER OPTIONS

Below is a sample of the career options available for the hospitality and tourism management areas. Most of these require a certificate or an associate in science degree. A few of the job titles that make up the hospitality industry include:

- Travel and Tourism—travel manager, transportation director, travel agent/consultant, tour guide, and travel entrepreneur
- Event and Convention Planning—event meeting and convention planner, and events manager/coordinator
- Hotel Operations—hotel operations assistant/manager, rooms division manager/lodge manager/coordinator
- Culinary Arts—chef's assistant, head chef, restaurant manager, catering manager, and food service manager

Employment can also be found in marketing agencies and organizations, cruise ships, bakeries, restaurants, catering establishments, hotels, convention and meeting centers, recreation and sports centers, and casinos. Opportunities are great for entrepreneurs who develop businesses in the specialty areas of the hospitality and tourism industry.

DEGREE/CERTIFICATE OPTIONS

MAJOR CODE

Associate in Science Degree: Career/Technical

Hospitality: Culinary Arts—Food Services Management	A1821
Hospitality: Event and Convention Management	02994
Hospitality: Hotel Operations Management	02991
Hospitality: Travel and Tourism Management	02997

Certificates of Achievement

Hospitality: Culinary Arts—Food Services Management—Basic	A1822
Hospitality: Culinary Arts—Food Services Management—Advanced	A1823
Hospitality: Event and Convention Management—Basic	02995
Hospitality: Event and Convention Management—Advanced	02996
Hospitality: Hotel Operations Management—Basic	02992
Hospitality: Hotel Operations Management—Advanced	02993
Hospitality: Travel and Tourism Management—Basic	02998
Hospitality: Travel and Tourism Management—Advanced	02999

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

ASSOCIATE IN SCIENCE DEGREE

HOSPITALITY: CULINARY ARTS— FOOD SERVICES MANAGEMENT

ASSOCIATE IN SCIENCE DEGREE

CAREER/TECHNICAL (MAJOR CODE: A1821)

Prepares students with the expertise, commitment, and skills for management, marketing, and operations positions in the food service industry.

Program Student Learning Outcome Statement:

- Demonstrate teamwork, planning, purchasing, production, and service in the culinary industry.

ACCT/HTM 153	Hospitality Management Accounting	4
BUS 140	Business Law/The Legal Environment of Business	3
BUS 142	Business Ethics—Corporate and Personal	1
BUS 147	Successful Selling Techniques	1
BUS 211	Communication in Business and Industry (3)	3
	OR	
BUS 212	Business Communication (3)	2
BUS 290–293	Work Experience in Business I–IV	
EVNT 155	Event Marketing	3
HTM 156	Restaurant and Food Service Management	3

Complete 12 units from Group A—Culinary or Group B—Baking and Pastry

Group A—Culinary

CA 170	Professional Cooking—Basic Skills (3)	12
CA 171	Soups, Stocks, and Sauces (3)	
CA 172	Professional Cooking—Advanced Skills (3)	
CA 173	Professional Cooking—Cultural Foods (3)	
	OR	

Group B—Baking and Pastry

CA 182	Introduction to Baking Skills and Culinary Arts (3)
CA 184	Professional Baking and Production Basics (3)
CA 185	Professional Pastry Design and Decorating (3)
CA 186	Professional Baking and Pastry Production—Breads (3)

Plus the required courses for the Hospitality: Culinary Arts—Food Services Management—Basic certificate 19–20

Total units 51–52

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

HOSPITALITY: EVENT AND CONVENTION MANAGEMENT

ASSOCIATE IN SCIENCE DEGREE CAREER/TECHNICAL (MAJOR CODE: 02994)

Prepares students with the expertise, commitment, and skills for management, marketing, and operations positions in the event and convention planning industry.

Program Student Learning Outcome Statement:

- Demonstrate teamwork, planning, purchasing, production, and service in the culinary industry.

ACCT 101	Principles of Accounting I	4
BUS 140	Business Law/The Legal Environment of Business	3
BUS 142	Business Ethics—Corporate and Personal	1
BUS 147	Successful Selling Techniques	1
BUS 150	Principles of Management	3
BUS 210	Business English	3
BUS 211	Communication in Business and Industry (3) OR	3
BUS 212	Business Communication (3)	
BUS 290–293	Work Experience in Business I–IV	2
CIS 92	Microsoft Office Suite (3) OR	3–4
CIS 101	Introduction to Computers and Information Processing (4)	
CIS/LIB 151	Research Using the Internet	1
CA 183	Food Purchase and Control	2
EVNT 154	Introduction to Event and Convention Planning	3
EVNT 155	Event Marketing	3
EVNT 157	Corporate Event Project Management	3
HTM 150	Introduction to Hospitality and Tourism Management	3
HTM 156	Restaurant and Food Service Management	3
Total units		41–42

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

HOSPITALITY: HOTEL OPERATIONS MANAGEMENT

ASSOCIATE IN SCIENCE DEGREE CAREER/TECHNICAL (MAJOR CODE: 02991)

Prepares students with the expertise, commitment, and skills for management, marketing, and operations positions in the hotel/motel industry.

Program Student Learning Outcome Statement:

- Student will explain to a group of employees how to register hotel guests.
- Student will interact with hotel personnel and hotel guests of diverse backgrounds in a collegial and respectful manner.

ACCT 101	Principles of Accounting I	4
ACCT/HTM 153	Hospitality Management Accounting	4
BUS 140	Business Law/The Legal Environment of Business	3
BUS 142	Business Ethics—Corporate and Personal	1
BUS 147	Successful Selling Techniques	1
BUS 210	Business English	3
BUS 211	Communication in Business and Industry (3) OR	3
BUS 212	Business Communication (3)	
BUS 290–293	Work Experience in Business I–IV	2
CIS 92	Microsoft Office Suite (3) OR	3–4
CIS 101	Introduction to Computers and Information Processing (4)	
CIS/LIB 151	Research Using the Internet	1
EVNT 154	Introduction to Event and Convention Planning	3
EVNT 157	Corporate Event Project Management	3
HTM 150	Introduction to Hospitality and Tourism Management	3
HTM 151	Hotel Operations and Rooms Division Management	3
HTM 156	Restaurant and Food Service Management	3
Total units		40–41

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

HOSPITALITY: TRAVEL AND TOURISM MANAGEMENT

ASSOCIATE IN SCIENCE DEGREE CAREER/TECHNICAL (MAJOR CODE: 02997)

Prepares students for entry-level management positions or advancement in the travel and tourism industry. Emphasis on management responsibilities including operations, marketing, and human resources related to the field.



Program Student Learning Outcome Statement:

- Student will evaluate documents required in the administration of a travel office and apply this information to provide an efficient and productive travel office environment.
- Student will train office staff and be open to the ideas and changes proposed by supervisors and staff and their integration into the legal office environment.
- Student will interact properly and ethically in a travel environment with people of diverse backgrounds and determine how to manage the various individuals in a sensitive and respectful manner.
- Student will research travel office efficiency by utilizing a variety of sources and apply information to specific travel office management situations.

ACCT 101	Principles of Accounting I	4
BUS 140	Business Law/The Legal Environment of Business	3
BUS 142	Business Ethics—Corporate and Personal	1
BUS 147	Successful Selling Techniques	1
BUS 150	Principles of Management	3
BUS 210	Business English	3
BUS 211	Communication in Business and Industry (3)	
	OR	3
BUS 212	Business Communication (3)	
CIS 92	Microsoft Office Suite (3)	
	OR	3–4
CIS 101	Introduction to Computers and Information Processing (4)	
CIS/LIB 151	Research Using the Internet	1
EVNT 155	Event Marketing	3
HTM 150	Introduction to Hospitality and Tourism Management	3
T&T 160	Travel Destinations—Western Hemisphere	3
T&T 162	Travel Destinations—Europe, Africa, and the Middle East	3
T&T 164	Travel Destinations—South Pacific, Asia, Orient	3
T&T 258	Worldwide Cruise Travel	3
T&T 260	Basic Computer Applications in Travel and Tourism	2
T&T 272	Travel Agency Operations	3
T&T 290–293	Cooperative Work Experience in Travel and Tourism I–IV	2
	Total units	47–48

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

CERTIFICATES**HOSPITALITY: CULINARY ARTS–FOOD SERVICES MANAGEMENT: BASIC** **CERTIFICATE OF ACHIEVEMENT****CAREER/TECHNICAL (MAJOR CODE: A1822)**

Prepares students with the expertise, commitment, and skills for entry-level operations positions in the food service industry.

Program Student Learning Outcome Statement:

- Demonstrate an understanding of the criteria for proper service and management techniques used in the culinary industry.

GAINFUL EMPLOYMENT:

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

ACCT 101	Principles of Accounting I	4
BUS 183	Business Mathematics	3
BUS 210	Business English	3
CA 181	Food Service Safety, Sanitation, and Nutrition	1
CA 183	Food Purchase and Control	2
CIS 92	Microsoft Office Suite (3)	
	OR	3–4
CIS 101	Introduction to Computers and Information Processing (4)	
HTM 150	Introduction to Hospitality and Tourism Management	3
	Total units	19–20

HOSPITALITY: CULINARY ARTS– FOOD SERVICES MANAGEMENT: ADVANCED



CERTIFICATE OF ACHIEVEMENT

CAREER/TECHNICAL (MAJOR CODE: A1823)

Prepares students with the expertise, commitment, and skills for management, marketing, and operations positions in the food service industry.

Program Student Learning Outcome Statement:

- Demonstrate advanced teamwork, planning, purchasing, production, and service in the culinary industry.

GAINFUL EMPLOYMENT:

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

ACCT/HTM 153		
	Hospitality Management Accounting	4
BUS 140	Business Law/The Legal Environment of Business	3
BUS 142	Business Ethics—Corporate and Personal	1
BUS 211	Communication in Business and Industry (3)	
	OR	3
BUS 212	Business Communication (3)	
BUS 290–293		
	Work Experience in Business I–IV	2
EVNT 155	Event Marketing	3
HTM 156	Restaurant and Food Service Management	3

Complete 12 units from Group A—Culinary or Group B—Baking and Pastry

Group A—Culinary

CA 170	Professional Cooking—Basic Skills (3)	
CA 171	Soups, Stocks, and Sauces (3)	
CA 172	Professional Cooking—Advanced Skills (3)	
CA 173	Professional Cooking—Cultural Foods (3)	
	OR	12

Group B—Baking and Pastry

CA 182	Introduction to Baking Skills and Culinary Arts (3)	
CA 184	Professional Baking and Production Basics (3)	
CA 185	Professional Pastry Design and Decorating (3)	
CA 186	Professional Baking and Pastry Production—Breads (3)	

Plus the required courses for the Hospitality: Culinary Arts—
Food Services Management—Basic certificate 19–20

Total units **50–51**

HOSPITALITY: EVENT AND CONVENTION MANAGEMENT: BASIC



CERTIFICATE OF ACHIEVEMENT

CAREER/TECHNICAL (MAJOR CODE: 02995)

Prepares students with the expertise, commitment, and skills for entry-level operations positions in the event and convention planning industry.

Program Student Learning Outcome Statement:

- Student will assess a basic event in order to meet the stakeholder's needs.

ACCT 7	Basic Business Bookkeeping (3)	
	OR	3–4
ACCT 101	Principles of Accounting I (4)	
BUS 210	Business English	3
CIS 92	Microsoft Office Suite (3)	
	OR	3–4
CIS 101	Introduction to Computers and Information Processing (4)	
CIS/LIB 151	Research Using the Internet	1
CA 183	Food Purchase and Control	2
EVNT 154	Introduction to Event and Convention Planning	3
EVNT 155	Event Marketing	3
EVNT 157	Corporate Event Project Management	3
HTM 150	Introduction to Hospitality and Tourism Management	3
Total units		24–26



HOSPITALITY: EVENT AND CONVENTION MANAGEMENT: ADVANCED



CERTIFICATE OF ACHIEVEMENT

CAREER/TECHNICAL (MAJOR CODE: 02996)

Prepares students with the expertise, commitment, and skills for management, marketing, and operations positions in the event and convention planning industry.

Program Student Learning Outcome Statement:

- Student will create a business event and plan the implementation schedule.

ACCT 101	Principles of Accounting I	4
BUS 140	Business Law/The Legal Environment of Business	3
BUS 142	Business Ethics—Corporate and Personal	1
BUS 147	Successful Selling Techniques	1
BUS 150	Principles of Management	3
BUS 210	Business English	3
BUS 211	Communication in Business and Industry (3) OR	3
BUS 212	Business Communication (3)	
BUS 290–293	Work Experience in Business I–IV	2
CIS/LIB 151	Research Using the Internet	1
CIS 92	Microsoft Office Suite (3) OR	3–4
CIS 101	Introduction to Computers and Information Processing (4)	
CA 183	Food Purchase and Control	2
EVNT 154	Introduction to Event and Convention Planning	3
EVNT 155	Event Marketing	3
EVNT 157	Corporate Event Project Management	3
HTM 150	Introduction to Hospitality and Tourism Management	3
HTM 156	Restaurant and Food Service Management	3
Total units		41–42

HOSPITALITY: HOTEL OPERATIONS MANAGEMENT: BASIC



CERTIFICATE OF ACHIEVEMENT

CAREER/TECHNICAL (MAJOR CODE: 02992)

Prepares students with the expertise, commitment, and skills for management, marketing, and operations positions in the hotel industry.

Program Student Learning Outcome Statement:

- Student will explain to a group of employees how to register hotel guests.
- Student will interact with hotel personnel and hotel guests of diverse backgrounds in a collegial and respectful manner.

GAINFUL EMPLOYMENT:

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

ACCT 101	Principles of Accounting I	4
BUS 210	Business English	3
CIS 92	Microsoft Office Suite (3) OR	3–4
CIS 101	Introduction to Computers and Information Processing (4)	
CIS/LIB 151	Research Using the Internet	1
EVNT 154	Introduction to Event and Convention Planning	3
HTM 150	Introduction to Hospitality and Tourism Management	3
HTM 151	Hotel Operations and Rooms Division Management	3
HTM 156	Restaurant and Food Service Management	3
Total units		23–24



HOSPITALITY: HOTEL OPERATIONS MANAGEMENT: ADVANCED



CERTIFICATE OF ACHIEVEMENT

CAREER/TECHNICAL (MAJOR CODE: 02993)

Prepares students with the expertise, commitment, and skills for management, marketing, and operations positions in the hotel/motel industry.

Program Student Learning Outcome Statement:

- Student will explain to a group of employees how to register hotel guests.
- Student will interact with hotel personnel and hotel guests of diverse backgrounds in a collegial and respectful manner.

GAINFUL EMPLOYMENT:

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

ACCT 101	Principles of Accounting I	4
ACCT/HTM 153	Hospitality Management Accounting	4
BUS 140	Business Law/The Legal Environment of Business	3
BUS 142	Business Ethics—Corporate and Personal	1
BUS 147	Successful Selling Techniques	1
BUS 210	Business English	3
BUS 211	Communication in Business and Industry (3) OR	3
BUS 212	Business Communication (3)	
BUS 290–293	Work Experience in Business I–IV	2
CIS 92	Microsoft Office Suite (3) OR	3–4
CIS 101	Introduction to Computers and Information Processing (4)	
CIS/LIB 151	Research Using the Internet	1
EVNT 154	Introduction to Event and Convention Planning	3
EVNT 157	Corporate Event Project Management	3
HTM 150	Introduction to Hospitality and Tourism Management	3
HTM 151	Hotel Operations and Rooms Division Management	3
HTM 156	Restaurant and Food Service Management	3
Total units		40–41

HOSPITALITY: TRAVEL AND TOURISM MANAGEMENT: BASIC



CERTIFICATE OF ACHIEVEMENT

CAREER/TECHNICAL (MAJOR CODE: 02998)

Prepares students with the expertise, commitment, and skills for entry-level operations positions in the travel and tourism industry.

Program Student Learning Outcome Statement:

- Student will work in a travel office setting interacting with supervisors, co-workers, travel professionals, and the public in a variety of ways, including receiving, clarifying, and providing information and direction.
- Student will interact properly with people of diverse backgrounds at work and in the community providing quality customer service.
- Student will utilize print material and computer/ Internet documents such as travel reports, tables, statistics, and reference materials to produce clear, accurate, and organized information and documents.

GAINFUL EMPLOYMENT:

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

BUS 210	Business English	3
CIS 92	Microsoft Office Suite (3) OR	3–4
CIS 101	Introduction to Computers and Information Processing (4)	
CIS/LIB 151	Research Using the Internet	1
HTM 150	Introduction to Hospitality and Tourism Management	3
T&T 160	Travel Destinations—Western Hemisphere	3
T&T 164	Travel Destinations—South Pacific, Asia, Orient	3
T&T 258	Worldwide Cruise Travel	3
T&T 260	Basic Computer Applications in Travel and Tourism	2
Total units		21–22



HOSPITALITY: TRAVEL AND TOURISM MANAGEMENT: ADVANCED



CERTIFICATE OF ACHIEVEMENT

CAREER/TECHNICAL (MAJOR CODE: 02999)

Prepares students with the expertise, commitment, and skills for management, marketing, and operations positions in the travel and tourism industry.

Program Student Learning Outcome Statement:

- Student will work in a travel office setting interacting with supervisors, co-workers, travel professionals, and the public in a variety of ways, including receiving, clarifying, and providing information and direction.
- Student will interact properly with people of diverse backgrounds at work and in the community providing quality customer service.
- Student will utilize print material and computer/Internet documents such as travel reports, tables, statistics, and reference materials to produce clear, accurate, and organized information and documents.

GAINFUL EMPLOYMENT:

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment.

ACCT 101	Principles of Accounting I	4
BUS 140	Business Law/The Legal Environment of Business	3
BUS 142	Business Ethics—Corporate and Personal	1
BUS 147	Successful Selling Techniques	1
BUS 150	Principles of Management	3
BUS 210	Business English	3
BUS 211	Communication in Business and Industry (3) OR	3
BUS 212	Business Communication (3)	
CIS 92	Microsoft Office Suite (3) OR	3-4
CIS 101	Introduction to Computers and Information Processing (4)	
CIS/LIB 151	Research Using the Internet	1
EVNT 155	Event Marketing	3
HTM 150	Introduction to Hospitality and Tourism Management	3
T&T 160	Travel Destinations—Western Hemisphere	3
T&T 162	Travel Destinations—Europe, Africa, and the Middle East	3
T&T 164	Travel Destinations—South Pacific, Asia, Orient	3
T&T 258	Worldwide Cruise Travel	3
T&T 260	Basic Computer Applications in Travel and Tourism	2
T&T 272	Travel Agency Operations	3
T&T 290-293	Cooperative Work Experience Travel and Tourism I-IV	2
Total units		47-48

