

## 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.

ACCT 7	Basic Business Bookkeeping (3)	
	<b>OR</b>	3–4
ACCT 101	Principles of Accounting I (4)	
BUS 210	Business English	3
CIS 92	Microsoft Office Suite (3)	
	<b>OR</b>	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
<b>Total units</b>		<b>24–26</b>

## 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.

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	
	<b>OR</b>	3
BUS 212	Business Communication	
BUS 290–293	Work Experience in Business I–IV (2–4)	2
CIS/LIB 151	Research Using the Internet	1
CIS 92	Microsoft Office Suite (3)	
	<b>OR</b>	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
<b>Total units</b>		<b>41–42</b>

## 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.

ACCT 101	Principles of Accounting I	4
BUS 210	Business English	3
CIS 92	Microsoft Office Suite (3)	
	<b>OR</b>	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
<b>Total units</b>		<b>23–24</b>

## 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.

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	
	<b>OR</b>	3
BUS 212	Business Communication	
BUS 290–293	Work Experience in Business I–IV (2–4)	2
CIS 92	Microsoft Office Suite (3)	
	<b>OR</b>	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
<b>Total units</b>		<b>40–41</b>

## 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.

BUS 210	Business English	3
CIS 92	Microsoft Office Suite (3)	
	<b>OR</b>	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
<b>Total units</b>		<b>21–22</b>

## 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.

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	
	<b>OR</b>	3
BUS 212	Business Communication	
CIS 92	Microsoft Office Suite (3)	
	<b>OR</b>	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 290–293	Cooperative Work Experience Travel and Tourism I–IV (2–4)	2
<b>Total units</b>		<b>44–45</b>



Some courses within this program may require additional coursework that must be completed prior to enrollment in those courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.