

# hospitality management

## GENERAL COURSE INFORMATION

The introduction and intermediate certificate programs are designed to prepare students for entry-level positions in various hotel and restaurant business environments. The students will receive training in fundamental computer skills and hotel and restaurant practices, giving them an understanding of the varied responsibilities and skills necessary for employment in entry-level hotel and restaurant support positions. This program is taught in partnership with Coconino Community College.

## LOCATION

Flagstaff

## LENGTH OF PROGRAM

Four Semesters

## SUGGESTED HIGH SCHOOL COURSES

Culinary Arts I, II, and III, Computer Information Systems, Business & Accounting

## GRADE LEVEL REQUIREMENT

Sophomores | Juniors | Seniors

## CLASS SCHEDULE

Week day afternoons/evenings, per CCC class schedule

## CREDITS

24 Community College credits

## COURSE OFFERINGS\*

HRM 100 - Introduction to Hospitality  
HRM 210 - Guest Service Management  
HRM 270 - Hospitality Information Tech  
HRM 220 - Property Management  
CIS 120 - Intro to Computer Information Systems  
ACC 108 - Practical Accounting Procedures  
ACC 255 - Principles of Financial Accounting  
BUS 206 - Principles of Management

\*Courses are subject to availability and the community college scheduling.

## PLACEMENT REQUIREMENT

Placement test requirements have been waived, even if you haven't taken the ACT, SAT, or ACCUPLACER. Students will be able to register for classes through self-placement, without the need for a placement exam or other exam score. Please refer to <http://coconino.edu/course-placement>

## CERTIFICATIONS

Food Handling License, CCC Introduction and Intermediate Hotel and Restaurant Services Certificate

## CAREER OPPORTUNITIES (snapshot)

Hotel Manager | Chef | Business Manager | Tourism Agent



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