

FIRST TIME HOSPITALITY MANAGER - CERTIFICATE OF ACHIEVEMENT

TOP Code:

1307.00

Survey of entry-level, first-time management concepts, theories, and principles with a focus on a manager's job responsibilities and the role that managers play in planning, organizing, leading, and motivating teams, and controlling organizations. Analysis of hospitality law, legal, and policy areas including constitutional law, discrimination, and safety and security issues. Practical application of hospitality legal principles—including state and federal regulations, court decisions, and legislative requirements—and model decision-making to avoid liability and lawsuits in hospitality operations. Apprehension of financial management of food, beverage, labor, supplies, and other costs within a hospitality operation.

A Certificate of Achievement will be awarded upon completion of all required courses with a grade of C or better.

Program Outcomes

- Illustrate the entry-level, first-time management role of day-to-day business operations according to the organization's policies and recommendations.
- Apply knowledge of the legal relationship and considerations hospitality entities face during daily operations to minimize potential liability and lawsuits.
- Analyze hospitality industry controls and control systems to manage financial performance.

Requirements for the Certificate of Achievement

Code	Title	Units
HOSP 021	FOOD, BEVERAGE, AND LABOR COST CONTROL	3
HOSP 050	HOSPITALITY LAW	3
HOSP 170	HOSPITALITY SUPERVISION AND HUMAN RESOURCE MANAGEMENT	3
Total Units		9

This Certificate of Achievement is not eligible as a major for an Associate Degree.