

Area of Interest: Business and Professional Industries

Certificate: Hotel and Restaurant Management

College Catalog: [2024-2025](#)



Program Location: All Campuses & Online

Program Description: The Hotel and Restaurant Management Certificate provides specialized workplace skills which enhance options for progressive or lateral career movement in hotel and lodging or restaurant management. Topics include foundational concepts and skills in the hospitality industry, human resources and employment law, supervision, guest services, facilities and event management. Each HRM course utilizes curriculum from the American Hotel and Lodging Association. Students may receive a nationally recognized and industry-standardized AHLA Course Certificate upon achieving 70% competency on each course final exam. <https://www.ahla.com/>

Contact Information: Amanda Potts (Faculty) amanda.potts@centralaz.edu **Advising:** bpi.advisor@centralaz.edu

Area of Interest Website: [Business and Professional Industries - Central Arizona College \(centralaz.edu\)](#)

Legend

Bold Course=Required Course Recommended Course (R) Stackable Certificate (SC)

AGEC Course list (Arizona General Education Curriculum) and other degree requirements.

Written Communication (**WC**) Oral Communication (**OC**) Arts/Humanities (**AH**) Social/Behavioral Science (**SB**)

Lab Science (**LS**) Mathematics (**M**) Core Course (**CC**) Elective (**E**)

Special Awareness Requirements for transfer degrees met through courses on the AGEC Course list.

Cultural Awareness (**CU**) Global/Historical Awareness (**GI/HI**) Intensive Writing (**IW**)

Semester 1: New Students-Find your suggested starting point for [English/Reading & Math courses](#).

		COURSE	CREDITS	SEMESTER/GRADE	NOTES
	CC	HRM100 Introduction to Hospitality	3		
	CC	HRM102 Management of Guest Services	3		
R	CC	HRM145 Convention & Meeting Management	3		
Semester Credits:			9	Meet with your CAC advisor each semester!	

Semester 2

		COURSE	CREDITS	SEMESTER/GRADE	NOTES
	CC	HRM101 Facilities Management	3		
	E	Select 2 Elective Courses (HRM prefix highly recommended for HRM majors and CUL prefix highly recommended for Restaurant Management or Culinary Arts majors).	6		See catalog for list of elective courses to take.
Semester Credits			9	Research Career and Transfer Opportunities!	
Total Certificate Credits:			18		

Arizona Resident Tuition for 2024-2025 is \$75 per credit hour; see [Paying for College](#) Financial aid may be available.

Career Information

CAC Career Center: centralaz.edu/career FREE CAC career resources and assistance.

O*NET OnLine: Visit onetonline.org and search for:

Occupations in Hotel and Restaurant Management, including:

- Education needed for specific occupations
- Occupation tasks, knowledge, skills and abilities
- Salary/wages for specific occupations (\$)

Transfer Information

CAC University Transfer Center: centralaz.edu/transfer FREE CAC transfer resources and assistance.

Note: Use this Program MAP as a guide to choose courses with your advisor and track progress towards milestones and completion of program. Work with an advisor to customize your plan to align with your specific career and/or transfer goals.

Part-Time Students: Plans can be modified to fit the need of part-time students by adding more semesters.

Student Name:

Advisor Name:

Student ID Number: 880

Date: