



ROOMS DIVISION OPERATIONS, TECHNICAL CERTIFICATE

Program Code: 6390

Career Pathway: Business

Program Entrance Requirements: HS Diploma or GED.

Program Description: The content includes but is not limited to coursework that prepares students for employment as supervisors and managers in the hotel/motel sectors of the hospitality industry. The courses in this certificate provide the skills required to work in operations and entry-level positions such as: Front Desk Supervisor or Guest Relations Supervisor.

Course	Title	Credits
CGS1060C	COMPUTER AND INTERNET LITERACY	3.00
GE Course	General Education Speech	3.00
HFT2410	FRONT OFFICE SYSTEMS AND PROCEDURES	3.00
HFT2250	HOTEL MANAGEMENT	3.00
HFT2220	ORGANIZATION AND PERSONNEL MANAGEMENT	3.00
HFT2460	FINANCIAL MANAGEMENT	3.00
or ACG2001	PRINCIPLES OF ACCOUNTING I	
Elective		1.00
Total Credits		19

Program Electives

Course	Title	Credits
ECO2023	PRINCIPLES OF MICROECONOMICS	3.00
ENC1102	COMPOSITION II	3.00
GEB2112	ENTREPRENEURSHIP	3.00
GEB2430	BUSINESS ETHICS	1.00
MAN2021	INTRODUCTION TO MANAGEMENT	3.00
MAN2604	INTERNATIONAL BUSINESS ENVIRONMENT	3.00
MAR1011	PRINCIPLES OF MARKETING FOR THE 21ST CENTURY	3.00
MAR2141	INTERNATIONAL MARKETING	3.00
MKA1021	SALESMANSHIP	3.00
MNA1161	INTRODUCTION TO CUSTOMER SERVICE	3.00
MNA2403	INTRODUCTION TO HUMAN RESOURCES LAW & REGULATIONS	3.00
MGF1106	FOUNDATIONS OF MATHEMATICAL REASONING	3.00
OST1330	BUSINESS ENGLISH	1.00
OST2053	SUCCESSFUL JOB SEARCH	1.00
RMI2662	INTRODUCTION TO RISK MANAGEMENT AND INSURANCE	3.00
OST2335	COMMUNICATIONS IN THE WORKFORCE	3.00

Students are strongly encouraged to meet with an advisor (<https://students.broward.edu/resources/advising/>) to create a personalized educational plan.