



20000 68th Ave W  
Lynnwood, WA 98036-5999  
www.edcc.edu

# Hospitality & Tourism Certificate Program Requirements 2011-2012

Student Name \_\_\_\_\_  
Student ID \_\_\_\_\_

**Program Description** The Hospitality & Tourism Department has several programs for the travel industry; three specialized Associate of Technical Arts degrees, a Certificate and an Express Certificate. All are designed to provide the learning opportunities necessary to prepare students for entry-level positions in companies such as travel agencies, airlines, cruise companies, hotels and other tourism-related businesses. Program selection is generally based on the previous education and work experience the student has when beginning Hospitality/Tourism Department courses.

The Hospitality & Tourism Certificate is designed for students with post high school education or moderate work experience who are interested on focusing their education on the skills, abilities and knowledge necessary to enter the hospitality and tourism industry

**Degree Outcomes** Outcomes for Edmonds Community College degrees and certificates can be found in the online college catalog at the bottom of each degree or certificate. To find specific outcomes, click on the degree or certificate from the program list in the online catalog at <http://catalog.edcc.edu>

**Common Course Numbering Changes** Please refer to [www.edcc.edu/ccn](http://www.edcc.edu/ccn) for more information.

**Credit/Grade Requirements** This Certificate requires successful completion of a minimum of **44.5** credits as outlined. A minimum of 30 credits or one-third of the required credits, whichever is less, must be earned at Edmonds Community College. Students are required to maintain a minimum cumulative grade point average of 2.0 in all college-level courses as well as a minimum grade of 2.5 in all hospitality classes.

Note: Courses approved for transfer from other academic institutions must have a minimum grade equivalent of 2.5.

### Students are advised to

- Plan their schedule several quarters in advance in order to accommodate courses that are offered only once or twice a year
- Review the college catalog for required course prerequisites and include these in schedule planning
- Communicate with a faculty adviser

**Graduation Application** A completed Graduation Application form must be submitted to Enrollment Services by the 10<sup>th</sup> day of the quarter in which the student expects to graduate. Forms are available at Enrollment Services located in Lynnwood Hall, or online at [www.edcc.edu/credentials/](http://www.edcc.edu/credentials/).

**High School Transition Program Students (Tech Prep, College in the High School, Running Start)** It is recommended that high school students who have earned college credit through dual credit programs meet with a college adviser.

**Advisers** The advisers for this program are

Beth O'Donnell bodonnel@edcc.edu 425-640-1208  
Linda Russell lrussell@edcc.edu 425-640-1137

### College Resources

Department Website	<a href="http://hosp.edcc.edu">http://hosp.edcc.edu</a>
Home Page	<a href="http://www.edcc.edu">http://www.edcc.edu</a>
How to Enroll	<a href="http://getstarted.edcc.edu">http://getstarted.edcc.edu</a>
Transfer Center	<a href="http://transfer.edcc.edu">http://transfer.edcc.edu</a>
Advising appointments	425-640-1458
College Bookstore	<a href="http://bookstore.edcc.edu">http://bookstore.edcc.edu</a>

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Course			Qtr	Credit	Grade
<b>Program Requirements (44.5 credits)</b>					
HSPTR	104	Airline Computer Training	_____	5	_____
HSPTR	111	Tours	_____	3	_____
HSPTR	112	Cruises	_____	4	_____
HSPTR	115	North American Geography	_____	5	_____
HSPTR	116	Europe: CD	_____	5	_____
HSPTR	118	East Asia/South Pacific Geography	_____	5	_____
HSPTR	205	Advanced Airline Computer Lab	_____	5	_____
HSPTR	206	Airline Tariffs and Ticketing	_____	5	_____
HSPTR	207	Int'l Tariffs and Operations	_____	3	_____
HSPTR	260	Travel Sales	_____	4	_____
HSPTR	284	Hospitality Employment Preparation	_____	—	_____
HSPTR	285	Hospitality Employment	_____	.5	_____

Adviser's Signature	Date	Dean's Signature	Date	