

# HUMAN RESOURCE MANAGEMENT, CERTIFICATE OF ACHIEVEMENT

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Financial Aid Eligible

Banner Code: 1\_CT\_HMHR

Control Number: 18202

Gain insight into decision making skills, and organizational understanding for advancement or employment in a human resource role.

## Program Outcome

1. The outcome for the certificate of achievement is to prepare students for employment within the hotel industry the area of human resources.

## Certificate of Achievement Requirements

The Certificate of Achievement is a state-approved career program that requires a minimum of eight units and is designed to prepare the graduate to enter a particular field of employment. In order to be awarded a certificate, students are required to obtain a grade of "C" or better in all program-required courses. Grades of "CR" or "P" will be accepted whereas "CR" or "P" meets the equivalency of a "C" or better. At least 3 units in an advanced course from the certificate must be completed at OCC at the department's discretion. Certificates of Achievement are not automatically awarded. A petition must be filed in Enrollment Services or online at the beginning of the semester in which the student will be completing their final requirements. The petitioning periods are listed in the Graduation Requirements (<https://catalog.cccd.edu/orange-coast/graduation-requirements/>) section of this catalog. Check with a counselor to determine the requirements for completion.

A list of certificate programs can be found in the Programs A-Z (<https://catalog.cccd.edu/orange-coast/programs-study/>) section of this catalog.

Course	Title	Units
<b>Year 1</b>		
<b>Fall</b>		
HTT A105	Passport to Success	3
HTT A130	Cultural Tourism	3
HTT A150	Travel and Tourism Career Development	3
HTT A284	Leadership and Strategic Management	3
<b>Units</b>		<b>12</b>
<b>Spring</b>		
HTT A180	Enhancing Guest Service	3
HTT A185	Interviewing and Professional Development	3
HTT A288	Human Resource Managemt	3
HTT A290	California Employment Law	3
<b>Units</b>		<b>12</b>
<b>Year 2</b>		
<b>Fall</b>		
HTT A227	Hotel Internship	4
HTT A285	Hospitality Operations	3
HTT A286	Hosp/Travel/Tour Law	3
<b>Units</b>		<b>10</b>
<b>Total Units</b>		<b>34</b>