

Hotel Rooms Division Management Career Studies Certificate

Purpose: The Hotel Rooms Division Management program is intended to develop the management capabilities of individuals employed in the rooms division of a lodging property.

Occupational Objectives: This instruction will enable individuals with rooms division employment experience to succeed in rooms division managerial positions.

Admission Requirements: General college curricular admission

Program Notes: In addition to the general college curricular admission, students must demonstrate college level proficiency in reading and writing. Proficiency may be demonstrated by the following:

1. Submission of official college transcripts that record completion of a college level composition course, or
2. Submission of SAT or ACT scores, taken within the past five years, at the following levels
 - ACT Verbal 19
 - SAT Verbal 480 (taken on or after April 1, 1995)
 - SAT Critical Reading (taken on or after March 1, 2005)
3. Successful completion of the COMPASS English placement test for ENG 111, with a satisfactory score on the reading test. Students with deficiencies in reading or writing may require developmental studies to be commenced during their first semester of enrollment and completed sequentially every subsequent semester until all developmental requirements are satisfied.

This course of study yields multiple awards. Students who complete this program earn the Rooms Division Management Certificate of Specialization from the Educational Institute (EI) of the American Hotel & Lodging Association (AH&LA), in addition to the Hotel Rooms Division Management Career Studies Certificate from the college. Additionally, students who complete this program are eligible to enter the EI Certified Rooms Division Executive (CRDE) program and sit for the EI Certified Rooms Division Executive (CRDE) Examination. Plan C Eligibility for CRDE Certification may be obtained by a combination of experience in a qualifying rooms division management position and completion of the EI Rooms Division Management Certificate of Specialization.

Students who earn a final grade lower than "C" in any HRI course must obtain permission from their advisor to continue the major in Hotel Rooms Division Management. Students will normally be required to repeat courses in their major when grades lower than "C" are earned. Exceptions must be approved in writing by the program head.

The recommended 2-semester sequence can be viewed at <http://www.reynolds.edu/hospitality/roomsdivisionsequence.htm>.

Faculty provide one-on-one advising to enhance student success. Students pursuing this certificate must schedule and complete an entry interview with their faculty advisor. Once enrolled, students must meet with their advisor every semester to review their scheduling strategy and status toward graduation.

CURRICULUM				
COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
HRI 265	Hotel Front Office Operations	3	0	3
HRI 241	Supervision in the Hospitality Industry	3	0	3
HRI 275	Hospitality Law	3	0	3
TOTAL		9	0	9
___ ___ ¹	General Education Elective	3	0	3
HRI 160	Executive Housekeeping	3	0	3
HRI 240	Managing Technology in the Hospitality Industry	3	0	3
TOTAL		9	0	9
Total Minimum Credits for Career Studies Certificate in Hotel Rooms Management		18	0	18
¹ A list of approved general education electives (humanities/fine arts, social/behavioral sciences, mathematics, science, and personal wellness) is provided in the General Education section of the catalog under Curriculum Planning and Design. Students may also take ENG 111.				