# 2014-2015 Degree Term Guide
## Hotel/Lodging Management, Certificate of Achievement
### ICCB Approved Total Program Hours:  36 Semester Hours

The following suggested schedule is based on full-time enrollment. Students planning to transfer to a senior institution should check

Courses that are approved for the AA/AS degrees are **bolded.**

Mode of Delivery:
T = Traditional classroom
W = Online
Q = Blended

**Program Prerequisites**: NONE

**First Semester**

| Course | Title | Credit Hours | Mode of Delivery | Pre Requisites | Term(s) Offered | Notes |
|---|---|---|---|---|---|---|
| Bus 111 | Principles of Business Communication | 3 | T,W | None | FL/SP | |
| Hosp 110 | Service in the Hospitality Industry | 3 | T | None | FL/SP | |
| Hosp 120 | Exploring the Hospitality Industry | 3 | W | None | FL/SP | |
| Hosp 246 | Sales and Convention Management | 3 | T | None | FL | |
| Hosp 252 | Organizational Behavior in the Hospitality Industry | 3 | T | None | FL | |
| Hosp 255 | Introduction to the Lodging Industry | 3 | Q | None | FL | |
| | **Total Semester Hours:** | **18** | | | | |

**Second Semester**

| Course | Title | Credit Hours | Mode of Delivery | Pre Requisites | Term(s) Offered | Notes |
|---|---|---|---|---|---|---|
| Hosp 150 | Beverage Management | 3 | T | None | FL/SP | |
| Hosp 160 | Hotel and Restaurant Law | 3 | T | None | FL/SP | |
| Hosp 233 | Management Accounting for the Hospitality Industry | 3 | T, W | None | FL/SP/SU | |
| Hosp 236* | Cost Control for the Hospitality Industry | 3 | T | Hosp 233 | SP | |
| Hosp 256 | Rooms Division Management | 3 | T | None | SP | |
| Mgmt 101 | Principles of Management | 3 | T,W,Q | None | FL/SP/SU | |
| | **Total Semester Hours:** | **18** | | | | |

**\*Students may substitute CA 102 (Cost and Portion Management) for Hosp 236.  CA 102 is a 3 CR HR Course that is offered in Both FL/SP and has  a Math 090 Pre Requisite and Concurrent CA 112/CA 113 Enrollment Requirement**

**Graduation Requirements**
To be awarded an Associate degree at Joliet Junior College, each student must meet the following requirements:
1. Satisfy all admission requirements.
2. Complete the courses required to earn the chosen degree. If the student is a transfer student with coursework taken elsewhere, he/she must complete a minimum of 60 credit hours of which the last 15 credit hours applicable to the degree are earned at Joliet Junior College. If the student has not taken the last 15 hours at JJC, then a total of 30 credit hours applicable to the degree must be earned at Joliet Junior college. Proficiency test, CLEP and Advanced Placement do not meet this requirement.
3. Earn a cumulative grade point average of at least 2.0.
4. Discharge all financial obligations to the college; have no restrictions.
5. File an application for graduation (An application should be filed at the time of registration for student's anticipated last semester).
6. Have on file in the Graduation office by the graduation filing date all transcripts from other colleges/universities that are to be evaluated for credit, to be applied toward a degree. A delay in the process may result in a later graduation date.

**For more information**

| Counseling & Advising | Department Chairperson | Program Coordinator |
|---|---|---|
| Main Campus room A-1155 | | |
| 815-280-2673 | | |