

## Hospitality and Tourism Management -- Open University Certificate Program Student Work Sheet

Students must complete 24 units of coursework from the Hospitality & Tourism Management core and specialized courses. Students who have specific educational or career needs may be allowed to vary selection of courses in the program after consulting with and obtaining written approval from the academic advisor.

All students admitted to this program must read and be familiar with **The Basic University Undergraduate Certificate Program Requirements**, which can be found at: <http://www.sfsu.edu/~bulletin/current/certif.htm>

Student Name: \_\_\_\_\_ ID# \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

<i>Required Courses</i>	<i>Semester Taken</i>	<i>Grade</i>
HTM 110 Introduction to Hospitality Tourism Management (for undergrad status)		
HTM 560 Hospitality Human Resource Management		
HTM 561 Hotel Operation Management		
CFS/DFM/HTM 352 Foods, Production and Service OR HTM 557 Restaurant & Catering Management		

*Elective Courses (choose two courses from the list below):*

HTM 120 Legal Aspects of Hospitality and Tourism Management		
RPT 340 Conference/Event Planning Management		
CFS/DFM/HTM 352 Foods, Production, & Service		
HTM 364 Hospitality and Tourism Management Information Systems		
HTM/REC 390 Leisure Travel & Tourism		
HTM 421 Food, Wine, & Culture in California		
HTM 531 Hospitality Services Management		
HTM 557 Restaurant & Catering Management		

*Elective Courses (choose two courses from the list below):*

HTM 425 The Business of International Tourism		
HTM 458 HTM Revenue & Cost Control		
HTM 563 Hotel Planning & Development		
HTM 576 Hotel Convention Service Management		
HTM 578 Hotel Sales & Marketing		
HTM 448/DFM 458 Management of Quantity Food Purchasing & Production		

Initial Director Assessment: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Final Director Assessment -- Candidate has met all certificate requirements, in accordance with university policy

\_\_\_\_\_  
 \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please attach all relevant (unofficial) transcripts to this form.

**PLEASE NOTE: IT IS THE RESPONSIBILITY OF THE STUDENTS TO APPLY FOR THE CERTIFICATE.**

To apply for award of certificate, please submit the form to your Certificate Advisor and Program/Department Chair for approval. You will need to pay a \$7.00 processing fee at the Cashier's Office before submitting the form and your unofficial transcripts to the **GradStop Counter**. Download/View Form: <http://www.sfsu.edu/~gradstdy/forms/cap.pdf>