Skills Competency Award Requirements

Students must complete all courses with a grade of C or higher or Pass. Candidates for a Skills Competency Award are required to complete at least 20% of the department requirements through SBCC.

Department Requirements
(Total Department Units: 9)

<table>
<thead>
<tr>
<th>Current Course No.</th>
<th>Previous Course No.</th>
<th>Title</th>
<th>Units</th>
<th>Institution &amp; Course No.</th>
<th>Grade</th>
<th>Units</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>HM 256</td>
<td>(HRC 256)</td>
<td>Supervision in the Hospitality Industry</td>
<td>3.0</td>
<td></td>
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<tr>
<td>HM 257</td>
<td>(HRC 257)</td>
<td>Hospitality Sales and Marketing</td>
<td>3.0</td>
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<tr>
<td>HM 259</td>
<td>(HRC 259)</td>
<td>Training and Develop Skills for Hosp Prof</td>
<td>3.0</td>
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</tbody>
</table>

Additional Program Information

For further information, contact the Counseling Center, 965-0581, Ext. 2285, or Randy Bublitz, Department Chair, 965-0581, Ext. 2457.
Associate Degrees and Certificates of Achievement (In alphabetical order) - For a complete list of programs of study (associate degrees, certificates, skills competency awards and department awards) and requirements, go to http://www.sbc.edu/apply/degrees_certificates.php.

Accounting (AS)
Accounting/Assistant Bookkeeper IV (C)
Administration of Justice (AA/AS/C) - 3 emph. avail (AS&C), 1 (AA)
Administration of Justice for Transfer (AS-T)
Alcohol and Drug Counseling (AA/C)
American Sign Language (AA)
Animation and Gaming (AA/C)
Anthropology (AA)
Anthropology for Transfer (AA-T)
Applied Photography (AA/C)
Art (AA) - 2 emphases available
Art History for Transfer (AA-T)
Associate Child Care Teacher (C)
Automotive Services & Technology (AS/C)

Key: (AA)=Associate in Arts; (AA -T)=Associate in Arts for Transfer; (AS)=Associate in Science; (AS -T)= Associate in Science for Transfer; (C)=Certificate of Achievement

Biological Sciences (AA)
Black Studies (AA)
Business Administration (AA/C) - 3 emphases available for AA, 2 for C
Business Administration for Transfer (AS-T)

Cancer Information Management (AS/C)
Chemistry (AA)
Chicano Studies (AA)
Commercial Music (C)
Communication (AA) - 2 emphases available
Communication Studies for Transfer (AA-T)
Computer App. & Office Mgmt (AS/C) - 2 emphases available
Computer Information Systems (AS) - Emph. in System Admin. available
Computer Network Engineering (AS/C)
Computer Science (AS/C)
Construction Technology (AS/C)
Cosmetology (AS/C)
Creative Writing (C) - 2 emphases available
Culinary Arts (AS/C)

Database Programming and Applications Development (C)
Diagnostic Medical Sonography (C)
Diversity Issues in ECE (C)
Drafting/CAD (AS/C)

Early Childhood Education (AS/C)
Early Childhood Education for Transfer (AS-T)
Economics (AA)
Economics for Transfer (AA-T)
Elementary Teacher Education (AA-T)
Engineering (AA/AS)
English (AA)
English for Transfer (AA-T)
Environmental Horticulture (AS/C) - 4 emphases available for AS, 1 for C
Environmental Studies (AA)
Ethnic Studies (AA)

Film Production (AA)
Film and Media Studies (AA)
Finance (AA/C)
French (AA)

Geography (AA)
Geography for Transfer (AA-T)
Geological Sciences (AS)
Geology for Transfer (AS-T)
Global Studies (AA)
Graphic Design & Photography – Graphic Design Conc. (AA/C)

Health Information Technology (AS)
Healthy Aging (AA)
History (AA)
History for Transfer (AA-T)
Honors (C/C with highest honors) – 2 emphases available
 Hospitality (AS/C)
Infant/Toddler Development (C)
Interior Design (AA/C)
International Business (AA/C)
Introduction to Graphic Design (C)
Journalism (AA/C)
Journalism for Transfer (AA-T)
Kinesiology for Transfer (AA-T)

Law & Society (AA) - Emphasis in Criminal Justice available
Liberal Arts (AA) – Emphasis in Biomedical Sciences
Liberal Arts & Sciences (AA) – 3 emphases available
Liberal Studies (AA) – Emphasis in Education

Marine Diving Technician (AS/C)
Marketing (AA/C)
Mathematics (AA)
Mathematics for Transfer (AS-T)
Media Arts (AA/C)
Medical Coding Specialist (C)
Middle East Studies (AA)

Music (AA)

Native American Studies (AA)
Natural History (AA)
Nursing - ADN (AS)

PC Support/Network Management (C)
Philosophy (AA)
Philosophy for Transfer (AA-T)
Physical Education (AA) – Emphasis in Athletic/Personal Fitness avail.
Physics (AA/AS)

Physics for Transfer (AS-T)
Political Science (AA)
Political Science for Transfer (AA-T)
Post-Professional Practice in ADC (C)

Psychology (AA)
Psychology for Transfer (AA-T)

Radiography (AS)
Real Estate (AS/C)

School-Age Care (C)
Sociology (AA)
Sociology for Transfer (AA-T)
Spanish (AA)

Spanish for Transfer (AS-T)
Studio Arts for Transfer (AA-T)

Theatre Arts (AA) - 3 emphases available
Theatre Arts for Transfer (AA-T)
Transfer – CSU General Education Breadth Pattern (C)

Transfer – IGETC (C)

Vocational Nursing (AS/C)

Wastewater Technology Education (C)
Water Technology Education (C)

Skills Competency Award in Human Resource Hospitality Specialist

Upon completion of the Skills Competency Award in Human Resource Hospitality Specialist the following competencies will be achieved:

- Demonstrate effective communications, coaching, training, and conflict management.
- Describe and demonstrate effective hiring, training, and evaluating practices.
- Describe and demonstrate effective sales and customer service practices.

Job Opportunities

This Human Resource Hospitality Specialist Skills Competency Award is designed to provide the training in supervision, sales/customer service, and training necessary to move from entry-level to supervisory positions in hotels, resorts, and inns.