

CAREER AND CERTIFICATE PROGRAMS

Program Outcomes

Students completing the HVACR Program will be able to:
Advance their knowledge in the field for employment as HVACR technicians, estimators, installer, inspectors and mechanical engineers.

Be prepared to take the EPA Certification test for refrigerants or the NATE Certification test for proficiency in the field of HVACR.

CERTIFICATE OF ACHIEVEMENT

Required Courses*

Course			Units
Computer Use in Technology	CHT	A100	(3)
Air Conditioning & Refrigeration Principles	HVAC	A100	(3)
Basic Electrical for HVACR	HVAC	A101	(3)
Refrigeration Service	HVAC	A102	(3)
Air Conditioning Service	HVAC	A103	(3)
Air Balance	HVAC	A104	(3)
Air Conditioning & Refrigeration Controls	HVAC	A105	(3)
Non-Residential Application for HVACR	HVAC	A106	(3)
Pneumatic Controls 1	HVAC	A110	(3)
Building Automation	HVAC	A140	(3)

Total: **(24)**

*A math competency level equivalent to Tech A040 is strongly recommended or satisfactory score on math competency examination.

ASSOCIATE DEGREE

Complete the Certificate of Achievement and Associate in Science Graduation Requirements as outlined in the Graduation Requirements section of the catalog.

HOTEL MANAGEMENT

—See *Hospitality, Travel & Tourism*

HOSPITALITY, TRAVEL & TOURISM

The Hotel, Travel & Tourism programs at Orange Coast College are designed for employment or career advancement within the hospitality industry. Whether an individual is a novice or currently employed, these programs strengthen the opportunity for success within the fastest growing industries in southern California.

Career opportunities abound as growth of the hospitality industry continues throughout the United States and the world requiring trained individuals to fill the multitude of varied positions. Students may choose individual courses, certification in areas of specialization, as well as, completion of an Associate in Science Degree.

The Hotel, Travel & Tourism, and Spa Management programs at Orange Coast College use materials from the Educational Institute of the American Hotel & Lodging Association, the world leader in hospitality education and training. Students who successfully complete these courses earn globally recognized certificates from the American Hotel & Lodging Association in addition to college credits applicable toward a Certificate or Associate's Degree at Orange Coast College.

To earn a certificate, complete the required coursework as listed with a "C" or better. At least 50% of all Airline, Hotel, Spa, Meeting/Event, Travel & Tourism coursework must be completed at Orange Coast College.

Students are encouraged to complete the requirements for an Associate in Science degree. Graduation requirements for an Associate degree can be found in the college catalog under Graduation Requirement. With additional coursework, students can prepare for a Bachelor's Degree in this field. For more department information, call (714) 432-5835 x6 or visit the School of Hospitality website at <http://orangeoastcollege.edu>.

Note: Curriculum may be adjusted to meet the needs of students with extensive industry related experience. Evening and weekend courses are available.

AIRLINE AND TRAVEL CAREERS

This program prepares men and women of all ages for the highly competitive customer service careers including flight attendant in the airline and travel industry. Courses include a career survey, hiring qualifications and requirements, communication skills, appearance and image standards, oral interviewing techniques, written employment seeking skills, and airline, airport, and travel terminology and codes. Students will work on campus and at John Wayne Airport, and community and charity events to gain the public contact experience considered valuable in the travel industry.

Program Outcome

The outcome for the Certificate of Achievement is to prepare students for entry-level employment in airline travel careers and to prepare students for the Associate in Science Degree.

CERTIFICATE OF ACHIEVEMENT

Required Courses

Course			Units
Flight Attendant Qualifications and Opportunities	ARLN	A112	(1.5)
Airline Operations and Terminology	ARLN	A116	(1.5)
Travel Safety Inflight/Ground	ARLN	A119	(1.5)
Airline Service Excellence	ARLN	A120	(1.5)
First Aid/CPR	HLED	A112	(2)
Intro to Hospitality	HTT	A100	(3)
Public Service	HTT	A105	(4)
(Two semesters at 2.0 units each or one semester at 4.0 units)			
Communication Connection	HTT	A114	(1.5)
Interviewing Techniques	HTT	A115	(1.5)
Internship	HTT	A116	(3)
Destination United States	HTT	A122	(1.5)
Cultural Awareness & Etiquette	HTT	A132	(1.5)
Computing for Hospitality/Travel/Tourism	HTT	A134	(1.5)
Homeland Security	HTT	A135	(2)

Subtotal: **(27.5)**

Select at least three (3) units from the following:

Success Strategies	HTT	A133	(3.0)
Internship 2	HTT	A279	(3.0)

(30.5)

Select at least three (3) units from the following:

Destination Northern Europe	HTT	A123	(1.5)
Destination Africa	HTT	A124	(1.5)
Destination The Americas	HTT	A125	(1.5)
Destination Southern Europe	HTT	A126	(1.5)
Destination Eastern Europe	HTT	A127	(1.5)
Destination Pacific Rim	HTT	A128	(1.5)

(3)

Total: **(33.5)**

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Suggested electives:

Conversational Language			(3)
Computer Reservation Systems - APOLLO	HTT	A129	(2.5)
Computer Reservation Systems - SABRE	HTT	A131	(2.5)
Internship 2	HTT	A279	(3)
Interpersonal Communication	SPCM	A100	(3)

ASSOCIATE DEGREES

The outcome of the Associate in Science Degree level is to prepare students for employment as supervisor or manager within the airline industry. In addition, the outcome of this level is for students to transfer.

Complete the Certificate of Achievement and either the Associate in Arts or Associate in Science Graduation Requirements as outlined in the Graduation Requirements section of the catalog.

CORPORATE/CONTRACT FLIGHT ATTENDANT

Corporate aviation is one of the largest growing entities within the aviation community. Since 2001, the corporate side of aviation has flourished, with an increased demand for larger aircraft and "Third Crew" member responsibilities and placements.

CERTIFICATE OF ACHIEVEMENT

Program Outcome

The outcome for the certificate of achievement is to prepare students for entry-level employment as a corporate/contract flight attendant.

Required Courses

Course			Units
Arline Operations/Terminology	ARLN	A116	(1.5)
Travel Safety Inflight/Ground	ARLN	A119	(1.5)
Service Excellence	ARLN	A120	(1.5)
Corporate/Contract Flight Attendant	ARLN	A136	(1)
Culinary Principles 1	CA	A120	(3)
Sanitation & Safety	FSM	A160	(3)
Intro to the Hospitality Industry	HTT	A100	(3)
Public Service	HTT	A105	(4)
(Two semesters at 2.0 units each or one semester at 4.0 units)			
Communication Connection	HTT	A114	(1.5)
Interviewing Techniques	HTT	A115	(1.5)
Internship	HTT	A116	(3)
Destination United States	HTT	A122	(1.5)
Destination the Americas	HTT	A125	(1.5)
Cultural Awareness & Etiquette	HTT	A132	(1.5)
Computing for Hospitality/Travel/Tourism	HTT	A134	(1.5)
Catering Design & Management	HTT	A278	(1)
Supervisory Skill Development	HTT	A282	(1.5)

Total: (33)

HOTEL MANAGEMENT

These courses have been recommended by industry to provide essential preparation to supervise and manage within operational areas in a hotel. Courses have been organized to provide understanding of techniques and knowledge necessary in developing effective leadership and decision making skills and successful communication among all departments contributing to positive guest experiences.

CORE CURRICULUM

Required Courses

Course			Units
Intro to the Hospitality Industry	HTT	A100	(3)
Interviewing Techniques	HTT	A115	(1.5)
Internship 1	HTT	A116	(3)
Cultural Awareness & Etiquette	HTT	A132	(1.5)
Computing for Hospitality/Travel/Tourism	HTT	A134	(1.5)
Enhancing Guest Service	HTT	A180	(3)
Supervisory Skill Development	HTT	A282	(1.5)

Total: (15)

FRONT OFFICE SPECIALIST

Develop essential skills necessary for advancement or employment in a service sector role within the hospitality industry.

Program Outcome

The outcome for the certificate of achievement is to prepare students for entry-level employment within the hotel industry in front office, human resources, sales and marketing careers, and certificate of specialization for meeting & event careers and to prepare students for the Associate in Science Degree.

CERTIFICATE OF ACHIEVEMENT

Required Courses

Course			Units
Hotel Core Curriculum			(15)
Front Office Operations	HTEL	A110	(3)
Guest Services	HTEL	A130	(1)
Internship 2	HTEL	A279	(4)
Housekeeping/Property Operations	HTT	A120	(3)
Reservation/Revenue Management	HTT	A140	(1.5)
E-Marketing and Sales	HTT	A240	(3)
Hospitality Operations	HTT	A285	(3)

Total: (33.5)