

NAPA VALLEY COLLEGE
CERTIFICATE OF ACHIEVEMENT

Hospitality & Tourism Management (34 Unit Option)

Napa Valley College awards a Certificate of Achievement to all candidates who have completed the following with an average grade of "C" or above. Required courses:

BUSI 90A Business Mathematics/Part 1 (1 unit)	___	ECON 101 Principles of Microeconomics (3 units)	___
BUSI 90B Business Mathematics/Part 2 (1 unit)	___	HOSP 120 Intro. to Hospitality Mgmt. (3 units)	___
BUSI 90C Business Mathematics/Part 3 (1 unit)	___	HOSP 122 Principles of Hotel Administration (3 units)	___
BUSI 105 Business Communication (3 units)	___	HOSP 123 Hosp. & Tourism Mgmt. Sales (3 units)	___
BUSI 185 Business English (2 units)	___	HOSP 124 Hospitality Law (3 units)	___
BUSI 251 Marketing (3 units)	___	HOSP 125 Food, Bev. & Restaurant Mgmt. (3 units)	___
CISA 167 Intro Excel for Business Prof. (1 unit)	___	WOEX 190 Work Experience Seminar (1 unit)	___
CISA 170A Keyboarding 1/Part 1 (1 unit)	___	WOEX 193 Voc. Work Experience in HOSP (2 units)	___

Coordinator's Signature _____ Date of Completion _____

Name _____ Student I.D. Number _____
(Please Print)

Address _____
(Street) (City) (Zip Code)

Phone _____ Email _____

Date of Attendance at Napa Valley College _____ to _____

Student Signature _____ Date _____

NOTE: It is the responsibility of the program coordinator to certify that each applicant has met all of the Certificate requirements. Please check off each course and return the completed form to the Office of Instruction.

If a course is used from another college to meet a program requirement, that transcript must be on file in the Admissions and Records Office and evaluated by the evaluation technician before the certificate is awarded.