



## INDIVIDUAL CERTIFICATE COURSES

*You can select from over 30 courses to update your skills. Students earn an AH&LEI certificate for each subject they successfully complete.*

### **Introduction to the Hospitality Industry**

1. The Lodging and Food Service Industry
2. Hospitality Today: An Introduction
3. Tourism and the Hospitality Industry

### **Rooms Division**

4. Hospitality Facilities Management and Design
5. Managing Front Office Operations
6. Managing Housekeeping Operations
7. Security and Loss Prevention Management
8. Managing Technology in the Hospitality Industry

### **Food & Beverage**

9. Management of Food and Beverage Operations
10. Food Safety: Managing the HACCP Process
11. Managing Beverage Service
12. Managing Service in Food and Beverage Operations
13. Purchasing for Food Service Operations
14. Managing Bar and Beverage Operations
15. Planning and Control for Food and Beverage Operations

### **Finance and Accounting**

16. Hospitality Industry Financial Accounting
17. Basic Hotel and Restaurant Accounting
18. Accounting for Hospitality Managers
19. Accounting for Club Operations
20. Hospitality Industry Managerial Accounting
21. Managing Bar and Beverage Operations
22. Planning and Control for Food and Beverage Operations

**Marketing and Sales**

23. Marketing in the Hospitality Industry
24. Fundamentals of Destination Management and Marketing
25. Marketing of Hospitality Services
26. Hospitality and Tourism Marketing
27. Hospitality Sales and Marketing
28. Convention Management and Service
29. Convention Sales and Services

**Human Resources**

30. Supervision in the Hospitality Industry
31. Training and Development for the Hospitality Industry
32. Managing Hospitality Human Resources,
33. International Human Resource Management in the Hospitality Industry

**General Hospitality Management**

34. Retail Management for Spas
35. Leadership and Management in the Hospitality Industry
36. Contemporary Club Management
37. Understanding Hospitality Law
38. Resort Development and Management
39. International Hotels: Development and Management