

# Getting a Degree/Certificate in...**HOTEL MANAGEMENT**

Those employed in the Hotel Management industry are responsible for the day-to-day operations of the hotel property including setting room rates, allocating department funding, and approving expenditure. You may also ensure standards are met for guest services, décor, housekeeping, food quality, and banquet operations.

## What type of career can I have with this major?

Since this major is so comprehensive, you will have a variety of excellent employment opportunities.

- Caterer/Catering Director
- Chef/Cook
- Conference Coordinator
- Convention Service Director
- Customer Service Representative
- Executive Housekeeper
- Facilities Manager
- Food and Beverage Director
- Front Office Manager
- Hotel Manager/Supplier
- Human Resources Manager
- Kitchen Supervisor
- Merchandising Supervisor
- Personnel Director/Interviewer
- Property Manager
- Public Relations Specialist
- Purchasing Director
- Reservation Manager

## Where can I work?

This profession provides you with a choice of various work environments including hotels, motels, resorts, casinos, bed and breakfasts, and convention centers.

- Amusement Centers/Parks
- Banquet and Catering Management
- Bed and Breakfasts
- Chain Commercial Restaurants
- College Housing and Food Service Departments
- Conference Centers
- Convention Hotels
- Cruise Liners
- Economy/Convenience Motels
- Fitness Centers
- Foodservice Companies
- Hospitals
- Hotels
- Senior Living Facilities
- Special Event and Festival Organizations

## What type of professional organizations and resources are available in this industry?

There are many professional organizations that offer resources, articles, job opportunities, training and conference information. We suggest you visit each organizations website to gather more information and contacts in your field.

- American Hotel and Lodging Association
- American Hotel Foundation
- Convention Industry Council
- Cruise Services International
- Educational Institute of the American Hotel and Lodging Association
- Hospitality Sales and Marketing Association International
- International Council on Hotel, Restaurant, and Institutional Education
- International Festivals and Events Association
- International Special Events Society
- Meeting Professionals International
- National Tourism Foundation
- Professional Convention Management Association

## What type of Hotel Management program does San Diego Mesa College offer?

The program at San Diego Mesa College focuses on leadership and management related to business communications, legal and legislative requirements, sales, marketing, and guest accommodations. Coursework includes participation in field excursions and opportunities to network with industry professionals. Knowledge of these skills and tools will assist students seeking an entry-level management position in any of the hotel industry areas.

- Certificate of Achievement: Hotel Management
- Associate in Science: Hotel Management

*See college catalog for program descriptions, course titles, and areas of emphasis.*

# Getting a Degree/Certificate in... **HOTEL MANAGEMENT**

## Associates Degrees/Certificates

### Getting Started

- Step 1:** [Application](#) - Start by completing the online application for admission
- Step 2:** [Orientation](#) - Complete the online New Student Orientation (Flash player required)
- Step 3:** [Assessment](#) - Visit the Assessment office to learn about English and math testing
- Step 4:** [Advisement](#) - Complete the online First Semester Planning Workshop
- Step 5:** [Registration](#) - Register for classes

### While You're Taking Classes

- |  |                      |                              |
|--|----------------------|------------------------------|
| Update your resume and craft a cover letter  | Attend job fairs     | Conduct industry research    |
| Look into volunteer/internship opportunities | Perform job searches | Think about transfer options |
- See the Transfer or Career Center for assistance*

## Transfer Options

### Getting Started

- Join a professional hotel management association as a student member
- Identify your intended major at the university(ies) you wish to apply by carefully looking at the program descriptions. This major is also known as: "Hospitality and Tourism Management"
- Map out where you want to transfer for your hotel management Bachelor's degree

### Exploring your Emphasis/Concentration

An emphasis provides fashion majors an opportunity to explore a concentration within a broad degree. Unit requirements vary by institution. Most times declaring an emphasis is optional. Here are a few different emphases offered at surrounding universities:

- Procurement • Special Event Management • Property Development • Meetings and Events • Restaurant Management • Tribal Gaming

### Education Planning

#### **Fall semester 1<sup>st</sup> year (1-15 units):**

- 1) Attend transfer workshops    2) Review articulation agreements    3) Map general education (GE) requirements  
4) Identify 4-year institutions to apply    5) Attend a Transfer Fair    6) Meet with a counselor

#### **Spring semester 1<sup>st</sup> year (16-30 units):**

- 1) Continue to attend transfer workshops    2) Check-in with a counselor to make sure your educational plan is on track  
3) Seeking tutoring assistance in the academic skills center to keep your grades competitive

#### **Fall semester 2<sup>nd</sup> year (31-45 units):**

- 1) Submit admissions applications to 4-year institutions: Fall for CSU/UC; Early spring for private and out-of-state institutions  
2) Identify deadlines and due dates for admissions transcripts and other documents

#### **Spring semester 2<sup>nd</sup> year (46-60 units):**

- 1) Identify deadlines and due dates for admissions transcripts and other documents    2) Submit your FAFSA between January 1<sup>st</sup>-March 1<sup>st</sup>.  
3) Turn in your deposit and registration forms to the institution you decide to attend.  
4) Attend the transfer orientation event(s) at your new campus    5) Complete academic coursework and transfer!

### While You're Taking Classes

- Update your resume
- Prepare a cover letter
- Complete an internship in hotel management
- Build your network
- Maintain a strong GPA
- Hold a leadership position in a hotel management club/society
- Find a mentor
- Conduct informational interviews with individuals in your desired position(s)
- Visit your Career Center as much as possible!