



## HOSPITALITY AND TOURISM



### Areas of Interest

- Quality Guest Service
- Front Desk Operations
- Hotel & Resort Management
- Management & Supervision
- Reservation & Transportation
- Guest Cycle
- Hotel & Resort Operational Financial
- Events Management
- Tour Production and Distribution
- Tourism Destination Marketing

### Program Length

600 hrs | Full Time 6 months

### Approximate Cost

\$2,231

### Location

Main Campus

### Schedule

- Monday - Thursday  
8:00 to 2:30
- Friday Online  
8:00 to 2:30

### Description of Program

This program prepares students for employment as entry-level line supervisors and management/supervisors in the large hospitality industry in South Florida. Training includes supervision and management skills, front office training, hotel operations, quality guest services training, sales and marketing, food and beverage, and basic computer training and opportunities for job internships. This program is offered in traditional classroom instruction. This program is a planned sequence of instruction consisting of three Occupational Completion Points (OCP). OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

### Academic Skill Level Required to Complete the Program

- Grade 9 math, language and reading.
- M607010 OCP Postsecondary Program of Study 600 Hrs
- H MV0740 A Guest Services Agent 150
- H MV0201 B Reservation and Transportation Agent 300
- H MV0202 C Travel Consultant 150

### Requirements for Admission

- Orientation/Testing/Counselor Interview
- High School Diploma or GED

### Industry Certification & State Credential Exams

Industry Certification/Licensure near completion of the program, students take at least two of the following certification exams from the American Hotel and Lodging Association Educational Institute:

- Certified Front Desk Representative
- Certified Guest Service Professional
- Certified Guestroom Attendant



To be admitted into a program of study offered by Sheridan Technical College, an individual must satisfy all of the admission requirements applicable to that program of study. General admissions and registration procedures for Sheridan Technical College are as follows:

## ADMISSION AND REGISTRATION PROCEDURES

### 1. Attend Orientation

Applicants for technical programs must attend an on campus **or** online orientation.

- **On-campus Orientation:** It is strongly recommended and provides an in depth overview of our programs and resources. For Main Campus orientation, please report to Building #11 by 8:30 am. For West Campus orientation, please report to the main office by 8:00 am.
- **Online Orientation:** At the end of the online orientation you must complete the Online Orientation Survey. To access the orientation visit: <http://www.sheridantechical.com/HowtoApply/OnlineOrientation>

### 2. Take the Test of Adult Basic Education (TABE)

- **Main Campus:** TABE is administered Monday through Thursday for all programs directly after orientation. Applicants must report to Building #11 with a valid picture ID and \$10.00 by 8:30 am.
- **West Campus:** TABE is administered Tuesday, Wednesday and Friday for all programs. Applicants must check in with a valid picture ID and \$10.00 by 8:00 am.
- Prospective students showing evidence pursuant to State Board **Rule 6A-10.040(8)** may be eligible to receive an exemption from taking the TABE. A program counselor/advisor can assist you with identifying Basic Skills exemption criteria.
- Programs that do not require TABE testing are as follows: Commercial Class B Driving, Commercial Vehicle Driving, Facials Specialty, Gaming Machine Repair Technician, Home Health Aide, Patient Care Assistant and Phlebotomy.

### 3. Schedule and Attend a Counselor Interview

- Schedule an appointment for an interview with the program counselor/advisor by calling 754.321.5400 (Main Campus) or 754.321.3900 (West Campus).
- Discuss TABE scores and next steps. Next steps may include a referral for remediation if minimum basic skills levels have not been achieved, program placement, special needs, financial aid and registration procedures. **Test scores cannot be given over the phone.**
- Please bring two forms of documented Florida residency to the interview.

### 4. Register for Class

- Registration for postsecondary students is held throughout the year.
- Please check with the program counselor/advisor for availability and registration dates.

## Hospitality & Tourism (M811040)

**Tuition/Registration** **\$1,850**

PAVE .....	\$1,680
Lab .....	\$90
Registration Fee .....	\$60
Student Activity Fee .....	\$10
Test Fee .....	\$10

**Books/Supplies** **\$381**

Certified Guest Service Professional  
Certified Front Desk Representative  
Certified Guestroom Attendant  
Managing Front Office Operations  
STC Intro to Hospitality Book  
Uniform Top

**Industry Credential Included**

**Approximate Program Cost** **\$2,231**

*Prices are for Florida Residents. Fees listed are based on the number of class days according to the District calendar. Books and Supplies are subject to change.*

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Sheridan Technical College  
& Technical High School,

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Sheridan Technical College  
is accredited by  
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7840 Rosewell Road, Building 300, Suite 325  
Atlanta, GA 30350  
Tel (770) 396-3898 • Fax (770) 396-3790  
[www.council.org](http://www.council.org)



Sheridan Technical College  
Practical Nursing Program is accredited through  
Accreditation Commission for Education in Nursing, Inc.  
Accreditation Commission for Education in Nursing, Inc. (ACEN)  
3343 Peachtree Road NE, Suite 850  
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