

Nashville State Community College - The Randy Rayburn School of Culinary Arts
1000 Hour NRA Certified Guest Service Professional Pre-Apprenticeship
16-Credit Hour Hotel & Lodging Guest Service Technical Certificate

This course sequence will be followed for any selected Hotel and Lodging Guest Service pre-apprentice pursuing college-level work. Each class of pre-apprentices begins in the Fall Semester. It is the student's responsibility to determine if prerequisites have been met. Prerequisite courses, including Learning Support courses, must be completed PRIOR to starting the AAS degree along with the AHLEI Lodging Manager apprenticeship. Prior to registering each semester, the student is expected to consult with his/her advisor.

NAME: _____	A#: _____		CATALOG YR: 2021-22
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GENERAL EDUCATION	NOTES
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No General Education Required for the Technical Certificate

APPRENTICE ORIENTATION	NOTES
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Course No. and Title	Credit	Term	Grade	Prerequisites	Pre-Apprenticeship	NOTES
Apprenticeship Orientation	0			Selection into the Hotel and Lodging Guest Service Apprenticeship		Within first 2-weeks of school
Total Credit Hours	0					

JUNIOR YEAR - FALL SEMESTER	NOTES
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Course No. and Title	Credit	Term	Grade	Prerequisites	Pre-Apprenticeship	NOTES
CULA 1200 Sanitation and Safety	2					
HMG1030 Introduction to Hospitality	3					
Total Credit Hours	5					

JUNIOR YEAR - SPRING SEMESTER	NOTES
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Course No. and Title	Credit	Term	Grade	Prerequisites	Pre-Apprenticeship	NOTES
BUSN 1360 Software Applications in Business	3					
CULA 1000 Career Development	1					Must find a worksite
Total Credit Hours	4					

SUMMER SEMESTER BETWEEN JUNIOR AND SENIOR YEAR	NOTES
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Course No. and Title	Credit	Term	Grade	Prerequisites	Pre-Apprenticeship	NOTES
Students begin their pre-apprenticeship on-the-job learning in a worksite. It is the student's responsibility to find an appropriate worksite to complete the pre-apprenticeship.					On-the-job learning to include work experience in the following areas: 1. Rooms division 2. Guest reception	

SENIOR YEAR - FALL SEMESTER	NOTES
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Course No. and Title	Credit	Term	Grade	Prerequisites	Pre-Apprenticeship	NOTES
HMG1030 Front Office Procedures	3					Online Course
Total Credit Hours	3					

SENIOR YEAR - SPRING SEMESTER	NOTES
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Course No. and Title	Credit	Term	Grade	Prerequisites	Pre-Apprenticeship	NOTES
HMG1250 Service Management	3					Online Course
HMG2910 Hospitality Internship (Lodging)	1			Permission of instructor required.		
Total Credit Hours	4					

Total Technical Certificate Credit Hrs	16			Total Pre-Apprenticeship On-the-Job Hrs	1000	
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PROGRAM NOTES:

**Hotel and Lodging Guest Service pre-apprentices and apprentices* are required to log their work toward successful completion of each competency, logging the knowledge and skills required with photos and narratives, as well as logging and classifying work hours based on the competency area worked. All logged on-the-job learning hours will articulate into the 2000-hour Hotel and Lodging Supervisor and/or the 4000-hour American Hotel and Lodging Educational Institute Lodging Manager Apprenticeship Program.

*All courses can be applied to the 29-Hour Technical Certificate and/or the AAS degree in Hospitality Management with the Hotel and Lodging Concentration once the admissions requirements for the college have been met.

*To receive your certificate, you must complete and file an *Intent to Graduate* form. This form can be obtained from the Records Office or downloaded from the Records Office website.

*All Culinary and Hospitality curriculum courses require a grade of "C" or higher for graduation