



Hospitality Industry Human Resources Assistant Certificate (HIH1)- 12 Credit Hours

Program Description:

The Hospitality Industry Human Resources Assistant programs prepares students for employment in Human Resources and the employment management department. Topics include Business Etiquette, hospitality law, supervision and leadership. Graduates will assist with the administration of the day-to-day operations of the human resources functions and duties. The HR assistant carries out responsibilities in some or all of the following functional areas: departmental development, employee relations, training and development, benefits, compensation, organization development, executive administration, and employment.

Contact:

Amber Payne, Program Director
706-756-4583

amber.payne@westgatech.edu

Website:

<https://www.westgatech.edu/program-explorer/culinary-and-hotel-restaurant-tourism/>

Pre-Diploma Requirements					
Program Specific					
<ul style="list-style-type: none"> • Min GPA 2.0 • LaGrange Campus 					
Set the Track, Start the Track, Stay on Track					
<i>Meet with an Advising Coach to Stay on Track. S = Semester; CR = Credit Hours; FA = Fall; SP = Spring; SU = Summer</i>					
✓	Grade	Semester 1	S	CR	Notes & Milestones
		CISM 2201 Foundations of Computer Applications	ALL	3	
		HRTM 1130 Business Etiquette and Communication	FA	3	
		HRTM 1210 Hospitality Law	SU	3	
		HRTM 1220 Supervision and Leadership in the Hospitality Industry	SP	3	
				12	Program Semester Hours
Always check online https://www.westgatech.edu/ and meet with your Advising or Faculty Coach to ensure you are viewing the latest and most accurate information.					

Note: If a course is full or unavailable when you to attempt to register, please select an available course from any term listed, given you have satisfied the required pre-requisite.

Employment Opportunities: <https://www.westgatech.edu/student-life/career-services/>

Financial Aid by Program: <https://www.westgatech.edu/wp-content/uploads/2019/02/WGTC-Available-Aid-By-Program-11-17-2023.pdf>

As set forth in its student catalog, West Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). The following persons have been designated to handle inquiries regarding the non-discrimination policies: Equity (Title IX) Coordinator,

Dean of Students, 770.537.5722, 176 Murphy Campus Blvd., Waco, GA 30182. ADA (Section 504) Coordinator for Students: Career and Student Support Services Manager, 770.824.5245, 176 Murphy Campus Blvd., Waco, GA 30182, for Employees: Human Resources Manager, 770.537.6056, 176 Murphy Campus Blvd., Waco, GA 30182.