

Skills, Tasks and Results Training (START), T.D.

Technical Diploma
41 Credit Hours/615 Clock Hours



GOODWILL TECHNICAL
COLLEGE

STUDENT ID: _____

CATALOG YEAR _____

STUDENT NAME: _____

The START program provides students with knowledge and competencies required to obtain entry level employment in hotel and food and beverage operations.

Required Course in Major

Required grade of 'C' or higher

COURSE	COURSE TITLE	SEM	YEAR	GRADE	CLOCK HOURS	CREDIT HOURS
COLL 101	College Success Skills				15	1
CLIT 001	Introduction to Computer Literacy				30	2
BMAT 101	Basic Math Refresher				45	3
CRTK 101	Introduction to Critical Thinking				45	3
ACCT 101	Introduction to Bookkeeping				45	3
BMGT 101	Introduction to Entrepreneurship				45	3
WPDV 101	Workplace Diversity				45	3
CSSF 101	Customer Service and Sales Fundamentals <i>Pre-Requisite: CLIT 001</i>				30	2
HOSP 101	Introduction to Hospitality				45	3
HOSP 102	Rooms Division <i>Pre- and/or Co-Requisite: HOSP 101</i>				60	4
BMGT 105	Business Communications				45	3
KEYB 101	Keyboarding and Mouse Skills				30	2
HOSP 103	Food and Beverage Division <i>Pre- and/or Co-Requisite: HOSP 101 and HOSP 102</i>				60	4
MOWC 101	Microsoft Office Word				45	3
JOBS 100	Job Seeking Skills				30	2

Suggested Sequence

Semester 1	Semester 2
COLL 101 College Success Skills CLIT 001 Intro to Computers BMAT 101 Basic Math Refresher CRTK 101 Intro to Critical Thinking HCA 101 Intro to Healthcare	ACCT 101 Intro to Bookkeeping BMGT 101 Intro to Entrepreneurship HCA 102 Medical Law and Ethics and Health Records MBC 101 Intro to ICD-10 Coding Principles and Applications
Semester 3	Semester 4
MBC 201 Intro to Professional and Institutional Billing MBC 203 Intro to Electronic Claims Filing WPDV 101 Workplace Diversity	MBC 202 Healthcare Finance Managing Accounts Receivables MBC 204 Physician-Based Chart Auditing JOBS 100 Job Seeking Skills