

Hospitality Management



HOSPITALITY MANAGEMENT

ONE-YEAR PROGRAM - 450-hour program

- Plan and coordinate exciting events, including conferences, school functions, and community celebrations, while learning the fast-paced world of hospitality and event management.
- Gain hands-on experience in event design, customer service, budgeting, marketing, and venue operations using industry tools and real-world projects.
- Prepare for careers in hospitality, tourism, and event planning through leadership opportunities, industry certifications, and work-based learning experiences with professionals in the field.

PROGRAM REQUIREMENTS*

- Current Sophomore, Junior, and Senior students may apply
- One credit of English with a C or better
- One credit of Math with a C or better
- A Rubric Score of 42 or above (70 points possible). Rubric scores are calculated by the student's high school counselor.
- Copy of unofficial transcript
- Proof of residency in West-MEC district boundaries
- Copy of birth certificate and immunizations/State Exemption Form due at the time of enrollment
- Transportation is not provided by West-MEC. Families are responsible for providing transportation to and from West-MEC.

*Program requirements are subject to change per industry age restrictions, credentials requirements and administrative discretion.

*Students who do not meet program requirements or have a rubric score of 41 or below will be placed on a Student Success Action Plan (SSAP). High School counselors will work with the student to develop an SSAP for consideration of acceptance at the end of semester two, based on program availability.

Meeting program requirements does not guarantee enrollment.

COST REQUIREMENTS

Upon acceptance into the program:

- \$150.00 non-refundable registration fee includes enrollment processing, supplies, CTSO Membership, & uniform shirts. Other uniform/supply requirements are the responsibility of the student. Registration fees are non-refundable.
 - Leadership development training is embedded through membership and participation in the Career and Technical Student Organization | FBLA.
- It is recommended students have access to a personal computer and reliable internet outside of class to complete assignments and projects.

Optional Costs:

- It is recommended students have access to a personal computer and reliable internet outside of class to complete assignments and projects.

Tuition requirements apply to the following students. Details regarding tuition costs are available at [Tuition Fees](#) on the West-MEC website.

- Empowerment Scholarship Account (ESA) recipients. West-MEC is an approved vendor.
- Student Tax Credit (STO)/Private School Scholarship recipients.
- Junior applicants who will become a senior in a two-year program
- Will graduate from high school before completing their West-MEC program
- General Educational Development (GED) recipients
- Foreign Exchange students
- Residents outside of West-MEC boundaries

INDUSTRY CREDENTIALS

If eligible, students will have the opportunity to test for the following credentials.

TEST FEES PREPAID BY WEST-MEC; It is the responsibility of the student to maintain copies of all earned credentials.

- This industry credential is often preferred for employment in the field.. Candidates with this industry credential are likely to be given priority in hiring.
 - Certified Hospitality and Tourism Management Professional (CHTMP)
 - Certified Guest Service Professional (CGSP)

Proof of Citizenship or Legal Permanent Residency may be required for credential testing. Students with a documented disability may request credential testing accommodations through the individual testing entity.

CAREER PATHWAYS

- Front Desk Agent, Reservations Agent, Guest Services Representative, Hotel Management Trainee, Catering Coordinator, Banquet Coordinator, Event Assistant, Conference Services Coordinator, Tourism Information Specialist, Resort Activities Coordinator, Restaurant Supervisor, Shift Supervisor
- Entry level salary range: \$19.59 - \$47.00 per hour**

*with additional education in this pathway | **Bureau of Labor Statistics, Occupational Employment & Wages



Program information may change as West-MEC strives to provide the best opportunities for students. Refer to www.west-mec.edu for most current information.

Program is taught by industry certified instructors. West-MEC does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations.

Revised 07/30/2026

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LOCATION & HOURS

West-MEC Southeast Campus:

3300 N 93RD Ave
Phoenix, AZ 85037
623.278.9100

Monday - Friday

Session 1: 7:00 AM - 9:30 AM
Session 2: 1:00 PM - 3:30 PM

NOTE: West-MEC and high school calendars may not align & all transportation is provided by the student/parent.

ENROLLMENT INFORMATION

- Acceptance into West-MEC programs is competitive.
- Students may only be enrolled in **one** West-MEC Central Program at a time.
- The order for filling seats by grade level is as follows:
 - Current Sophomores
 - Current Juniors*
 - Current Seniors*
- Applications are ranked, in part, by attendance, GPA, discipline, and career choice (ECAP).
- Program hours are not excused for participation in extracurricular activities, athletics, vacation, or employment.
- West-MEC priority application submission date is in the beginning of the second semester. Contact your school counselor for your school's Priority Application Deadline.
- West-MEC provides accommodations and modifications identified in the IEP/504 for high school students. Students who graduate from high school or have a GED will not be eligible for IEP services. Graduated students will need to self-advocate for reasonable accommodations which are aligned with industry certifications.

STUDENT SUCCESS INDICATORS

- Strong interest in chosen career pathway.
- History of good attendance and discipline, and on track for graduation.
- Ability to work well with others and cooperate with the instructor.
- Ability to work accurately/follow procedures to an industry-standard.
- Strong technical reading and study skills; the textbook for this course is written at a college reading level.
- Uniforms are reviewed to meet professional industry standards. Dress code requirements are addressed before the start of classes.
- Sequencing-ability to determine & follow a logical or defined series of steps in a sequential manner
- Positive attitude toward tasks of minimal interest

GRADING SCALE

Grade	A	B	C	D	F
Percent	90%-100%	80%-89%	70%-79%	60%-69%	59% or below

CREDITS ISSUED BY WEST-MEC

- High School - 3 High School Elective Credits (1.5 credits per semester)
- This program satisfies AZ University's admissions requirements. (AZ Board of Regents CTE/Fine Arts credit)

EARLY COLLEGE PATHWAYS (OPTIONAL)

West-MEC offers a faster way forward through early college pathways, and we strive to provide robust post-secondary opportunities for students. For more information on Early College Pathways is available on our website:

- [Early College Pathways](#)



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