

CERTIFICATE OF PROFICIENCY WORKSHEET HOSPITALITY ADMINISTRATION

Placement requirements for unconditional entry into the Certificate Program:

1. **MATH:** A minimum score of ACT 16 or COMPASS Pre-Algebra 55/Algebra 21.
Students falling below will be required to enroll in TECM 1103 Technical Math I and TECM 1111 Foundations of Technical Math concurrently.
2. **READING:** A minimum score of ACT 15 or COMPASS 70.
3. **WRITING:** A minimum score of ACT 15 or COMPASS 49

SCORES: _____ Math _____ Reading _____ Writing

Completed	Grade	Semester	Discipline	Class #	Class Name	Hours
<input type="checkbox"/>		Fall	HA	1043	Intro to Hospitality Administration	3
<input type="checkbox"/>		Fall	HA	1013	Restaurant Orientation, Safety & Sanitation	3
<input type="checkbox"/>		Fall	HA	1103	Principles of Food Preparation I	3
<input type="checkbox"/>		Fall	HA	1053	Intro to Food & Beverage Management	3
<input type="checkbox"/>		Spring	HA	1063	Hotel Operations	3
<input type="checkbox"/>		Spring	HA	1113	Principles of Food Preparation II	3

Minimum Total Credit Hours: **18**

<input type="checkbox"/>			TECM	1103	Technical Math I	3
<input type="checkbox"/>			TECM	1111	Foundations of Technical Math	1

Bring this degree plan every time you meet with a counselor for advising and updating.
NOTE: STUDENTS MUST SUBMIT A GRADUATION APPLICATION TO RECEIVE ANY DEGREE OR CERTIFICATE.
SEE ACADEMIC CALENDAR FOR SUBMISSION DEADLINES.