2013-14
52.0901/4667

This worksheet is to be used as a guide and may be subject to change without prior notice.
Bring this degree plan every time you meet with a counselor for advising and updating.

1 of 1
Updated 5/29/2013

TECHNICAL CERTIFICATE WORKSHEET
HOSPITALITY ADMINISTRATION

Placement requirements for unconditional entry in to 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	Semester	Discipline	Class #	Class Name	Hours
☐	Fall	HA	1043	**Intro to Hospitality Administration**	3
☐	Fall	HA	1013	**Restaurant Orientation, Safety & Sanitation**	3
☐	Fall	HA	1103	**Principles of Food Preparation I**	3
☐	Fall	HA	1053	**Intro to Food & Beverage Management**	3
☐	Spring	HA	1063	**Hotel Operations**	3
☐	Spring	HA	1113	**Principles of Food Preparation II** Prerequisite: HA 1103 Principles of Food Preparation I or instructor permission	3
☐	Spring	HA	2213	**Beverage Management**	3
☐	Spring	HA	2213	**Restaurant Management**	3
☐	Fall/Spring	HA	1073	**Hospitality Administration Internship** Corequisite or Prerequisite: HA 1043 Introduction to Hospitality Administration or instructor permission	3
☐	Fall/Spring	TECH	1101	**Computer Technology**	1
☐	Fall/Spring	TECH	1102	**Technical Communications**	2

Minimum Total Credit Hours: **30**

Completed	Semester	Discipline	Class #	Class Name	Hours
☐		TECM	1103	**Technical Math I**	3
☐		TECM	1111	**Foundations of Technical Math**	1

STUDENTS MUST SUBMIT A GRADUATION APPLICATION TO RECEIVE ANY DEGREE OR CERTIFICATE.
SEE ACADEMIC CALENDAR FOR SUBMISSION DEADLINES.