Albany Technical College
Academic Advising Plan- Success Terms

Student Name: _____   Student ID: _____

Major: <u>HRTM_Diploma</u>   Phone #: _____

     E-Mail: _____ _____

Academic Advisor: _____   Initial Advising Date: _____

Credit Hours Required for Completion:

Notes	Career Notes:
Tracking sheet for a Diploma. If a student takes a full load, it will only take a year and a semester to complete the diploma program. However, if a student fails a course, they can still be on track to graduate in two years by retaking failed courses in the Spring or the Summer within that two-year time frame.	The courses with an asterisk (*) are elective courses. The student has an option to take any course listed below. The parenthesis shows the credit hour.

General Core – 11 hours
Occupational Courses – 27 hours
Electives – 6 hours

Career Notes electives:

HRTM 1120 Travel Tour & Cruise Management (3)
HRTM 1130 Business Etiquette (3)
ACCT 2145 Personal Finance (3)
BUSN 1100 Intro to Keyboarding (3)
CUUL 1110 Safety & Sanitation (4)
HORT 1720 Introduction to Floral Design (3)
HORT 1730 Advanced Floral Design (3)
MGMT 1105 Organizational Behavior (3)
MGMT 1110 Leadership (3)
MGMT 1125 Business Ethics (3)
MGMT 2150 Small Business Management (3)
MGMT 2135 Management Communications Techniques (3)

Academic Year 1

Fall Semester	Spring Semester	Summer Semester
EMPL 1000	HRTM 1100	HRTM 1150
ENGL 1010	HRTM 1110	HRTM 1160
MATH 1012	HRTM 1140	HRTM 1201
COMP 1000	HRTM 1120	HRTM 1130
COLL 1020		

Academic Year 2

Fall Semester	Spring Semester	Summer Semester
HRTM 1210		
HRTM 1220		
MGMT 1110		
HRTM 1230		

Academic Advisor: _____   **Date:** _____

Revised: Fall 23