

Albany Technical College
Academic Advising Plan- Success Terms

Student Name: _____
 Major: _____

Student ID: _____
 Phone #: _____
 E-Mail: _____

Academic Advisor: _____
 Initial Advising Date: _____

Credit Hours Required for Completion:

Notes		
Tracking sheet for an Associate's Degree. General Core – 18 hours Occupational Courses – 27 hours Electives – 15 hours		
Academic Year 1		
Fall Semester	Spring Semester	Summer Semester
ENGL 1101	PSYC 1101	HRTM 1140
HUM 1101	SOCI 1101	HRTM 1150
MATH 1111	or ECON 1101	HRTM 1160
or MATH 1100	COMP 1000	
	COLL 1020	
or MATH 1101	HRTM 1100	
SPCH 1101		
Academic Year 2		
Fall Semester	Spring Semester	Summer Semester
HRTM 1201	HRTM 1110	HRTM 1230
HRTM 1210	HRTM 1130	HRTM 1120
HRTM 1220	BUSN 1100	
MGMT 1110	MGMT 1125	

Career Notes:
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.
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)

Albany Technical College

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Academic Advisor:

Year 1	Fall Semester (B term)	Credit	Fall Semester (C Term)	Credit		Completion
Course #	Course Title	Hrs.	Course Title & number	Hrs.		Date
ENGL 1101	Composition & Rhetoric	3	MATH 1111 College Algebra	3		
HUM 1101	Humanities	3	SPCH 1101 Public Speaking	3		
	Term Total	6	Term Total	6		

	Spring Semester (B Term)	Credit	Spring Semester (C term)	Credit	Completion
Course #	Course Title	Hrs.	Course Title & number	Hrs.	Date
PSYC 1101	Intro to Psychology	3	COMP 1000 Introductions to Computers	3	
ECON 1101	Principles of Economics	3	HRTM 1100 Introductions to HOTEL, Rest. & Tour Mgmt.	3	
	Term Total	6	Term Total	6	

Year 2	Summer Semester	Credit	Fall Semester (B term)	Credit	Completion
Course #	Course Title	Hrs.	Course Title & number	Hrs.	Date
HRTM 1140	Hotel Operations Management	3			
HRTM 1150	Event Planning	3			
HRTM 1160	Food and Beverage Management	3			
	Semester Total	9	Term Total		

Year 2	Fall Semester (B term)	Credit	Fall Semester (C term)	Credit	Completion
Course #	Course Title	Hrs.	Course Title & number	Hrs.	Date
MGMT 1110	Leadership	3	HRTM 1210 Hospitality Law	3	
HRTM 1201	Hospitality Marketing	3	HRTM 1220 Supervision and Leadership in the Hospitality Industry	3	
	Semester Total	6	Term Total	6	
	Spring Semester (B Term)	Credit	Spring Semester (C term)	Credit	Completion
Course #	Course Title	Hrs.	Prerequisite	Hrs.	Date
HRTM 1110	Travel Industry and Geography	3	BUSN 1100 Intro to Keyboarding	3	
HRTM 1130	Business Etiquette	3	MGMT 1125 Business Ethics	3	
	Term Total	6	Term Total	6	

	Summer Semester (B Term)	Credit			Completion
Course #	Course Title	Hrs.			Date
HRTM 1230	Internship	3			
HRTM 1120	Travel Tour & Cruise Mgmt.	3			
	Semester Total	6			

