



20000 68th Ave W
Lynnwood, WA 98036-5999
www.edcc.edu

Hospitality & Tourism Business Specialization Associate of Technical Arts Degree Program Requirements 2011-2012

Student Name _____
Student ID _____

Program Description The Hospitality Business Specialization Associate of Technical Arts Degree is designed for students with very little or no work experience who are interested in a career in business with a focus on hospitality and tourism. In addition, the degree provides the potential for advancement when combined with successful work experience. It requires introductory level course work in the areas of communication, quantitative skills, human relations/group interaction, and business in addition to the specialized Hospitality classes listed and an internship.

Degree Outcomes Outcomes for Edmonds Community College degrees and certificates can be found in the online college catalog at the bottom of each degree or certificate. To find specific outcomes, click on the degree or certificate from the program list in the online catalog at <http://catalog.edcc.edu>

Common Course Numbering Changes Please refer to www.edcc.edu/ccn for more information.

Credit/Grade Requirements This ATA degree requires successful completion of a minimum of **103** credits as outlined. A minimum of 30 credits or one-third of the required credits, whichever is less, must be earned at Edmonds Community College. Students are required to maintain a minimum cumulative grade point average of 2.0 in all college-level courses as well as a minimum grade of 2.5 in all hospitality classes.

Note: Courses approved for transfer from other academic institutions must have a minimum grade of 2.0.

General Education/Related Instruction Requirements Students who complete degrees or certificates of 45 credits or more are required to demonstrate learning in the following general education/related instruction areas: communications, computation/quantitative skills, and human relations/group interaction.

Cultural Diversity Edmonds Community College requires that students earning a degree or certificate of 45 credits or more meet the Cultural Diversity Requirement. Courses that satisfy this requirement are marked as “:CD” on the requirement sheet and/or “Meets Cultural Diversity Requirement” in the quarterly class schedule.

Students are advised to

- Plan their schedule several quarters in advance in order to accommodate courses that are offered only once or twice a year
- Review the college catalog for required course prerequisites and include these in schedule planning
- Communicate with a faculty adviser

Graduation Application A completed Graduation Application form must be submitted to Enrollment Services by the 10th day of the quarter in which the student expects to graduate. Forms are available at Enrollment Services located in Lynnwood Hall, or online at www.edcc.edu/credentials/.

High School Transition Program Students (Tech Prep, College in the High School, Running Start) It is recommended that high school students who have earned college credit through dual credit programs meet with a college advisor.

Advisers The advisers for this program are
Beth O'Donnell bodonnel@edcc.edu 425-640-1208
Linda Russell lrussell@edcc.edu 425-640-1137

College Resources

Department Website	http://hosp.edcc.edu
Home Page	http://www.edcc.edu
How to Enroll	http://getstarted.edcc.edu
Transfer Center	http://transfer.edcc.edu
Advising appointments	425-640-1458
College Bookstore	http://bookstore.edcc.edu

Course	Qtr	Credit	Grade
I. General Education/Related Instruction Requirements (20 credits)			
Communication Skills – 10 credits			
BSTEC 107 Business English AND	_____	5	_____
BSTEC 110 Business Communications:CD	_____	5	_____
OR			
ENGL& 101 English Composition I AND either	_____	5	_____
CMST& 220 Public Speaking OR	_____	_____	_____
CMST& 230 Small Group Communication	_____	5	_____
Computation/Quantitative Skills – 5 credits			
BUS 130 Business Math OR	_____	_____	_____
MATH _____	_____	5	_____
Human Relations/Group Interaction – 5 credits			
MGMT 100 Human Relations/Organization:CD	_____	5	_____
II. Business Requirements (30 credits)			
ACCT 101 Accounting Fundamentals ** OR	_____	_____	_____
ACCT& 201 Principles of Accounting I OR	_____	_____	_____
MGMT 180 Finance-Money Management	_____	5	_____
BUS& 101 Introduction to Business	_____	5	_____
BSTEC 130 Computer Fundamentals OR	_____	_____	_____
CIS 100 Introduction to Business Computing	_____	5	_____
MGMT 130 Principles of Marketing	_____	5	_____
Select 10 credits from the following			
BUS& 201 Business Law	_____	5	_____
ECON _____	_____	5	_____
MGMT 214 Principles of Management	_____	5	_____
III. Travel Specialization Requirements (45 credits)			
HSPTR 104 Airline Computer Training	_____	5	_____
HSPTR 111 Tours	_____	3	_____
HSPTR 112 Cruises	_____	4	_____
HSPTR 205 Advanced Airline Computer Lab	_____	5	_____
HSPTR 206 Airline Tariff/Ticketing	_____	5	_____
HSPTR 207 International Tariffs and Operations	_____	3	_____
HSPTR 258 Lodging Management	_____	5	_____
HSPTR 260 Travel Sales	_____	4	_____
HSPTR 284 Hospitality Employment Preparation	_____	.5	_____
HSPTR 285 Hospitality Employment	_____	.5	_____
<i>Students may choose any 10 credits of travel geography</i>			
HSPTR 115 North American Geography	_____	5	_____
HSPTR 116 Europe:CD	_____	5	_____
HSPTR 118 East Asia/South Pacific Geography	_____	5	_____
IV. Career Management (3 credits)			
BSTEC 294 Career Management	_____	3	_____
V. Internship Requirement (5 credits)			
BUS 290 Professional Development Seminar	_____	1	_____
BUS 291 Business Internship	_____	4	_____

Explanatory Notes

* Any designated college-level course

** This class may be waived if student has recently completed one year of high school accounting, the equivalent of ACCT 101, has recent bookkeeping experience or instructor's permission. Students are advised to consult with an accounting adviser. Five credits of an approved business elective may be substituted

Adviser's Signature	Date	Dean's Signature	Date