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

Student Name: _____

Student ID: _____

Program Description The Hospitality & Tourism Department has several programs for the travel industry; three specialized Associate of Technical Arts degrees, a Certificate and an Express Certificate. All are designed to provide the learning opportunities necessary to prepare students for entry-level positions in companies such as travel agencies, airlines, cruise companies, hotels and other tourism-related businesses. Program selection is generally based on the previous education and work experience the student has when beginning Hospitality & Tourism Department courses.

The Associate of Technical Arts Degree is a two year program designed for students with little or no work experience and/or post high school education who are interested in acquiring the skills and knowledge required to enter the travel industry. It also provides the potential for advancement when combined with successful work experience.

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 **95** 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

Student Name _____

Student ID _____

Course				Qtr	Credit	Grade

I. General Education/Related Instruction Requirements (20 Credits)

Communication Skills – 10 credits

				Qtr	Credit	Grade
BSTEC	107	Business English **AND**		_____	5	_____
BSTEC	110	Business Communications:CD		_____	5	_____

Computation/Quantitative Skills – 5 credits

				Qtr	Credit	Grade
BUS	130	Business Math		_____	5	_____

Human Relations/Group Interaction – 5 credits

				Qtr	Credit	Grade
MGMT	100	Human Relations/Organization:CD		_____	5	_____

II. Core Requirements (60 credits)

				Qtr	Credit	Grade
ACCT	101	Accounting Fundamentals **OR**		_____	___	_____
MGMT	180	Finance-Money Management		_____	5	_____
HSPTR	104	Airline Computer Training		_____	5	_____
HSPTR	111	Tours		_____	3	_____
HSPTR	112	Cruises		_____	4	_____
HSPTR	115	North American Geography		_____	5	_____
HSPTR	116	Europe:CD		_____	5	_____
HSPTR	118	East Asia/South Pacific Geography		_____	5	_____
HSPTR	205	Advanced Airline Computer Lab		_____	5	_____
HSPTR	206	Airline Tariffs and Ticketing		_____	5	_____
HSPTR	207	Int'l Tariffs and Operations		_____	3	_____
HSPTR	220	Ecotourism		_____	5	_____
HSPTR	258	Lodging Management		_____	5	_____
HSPTR	260	Travel Sales		_____	4	_____
HSPTR	284	Hospitality Employment Preparation		_____	.5	_____
HSPTR	285	Hospitality Employment		_____	.5	_____

III. Technology Requirements (5 credits)

				Qtr	Credit	Grade
BSTEC	130	Computer Fundamentals **OR**		_____	___	_____
CIS	100	Intro to Business Computing		_____	5	_____

IV. Career Management/Internship Requirements (6 credits)

				Qtr	Credit	Grade
BSTEC	294	Career Management		_____	3	_____
BUS	290	Professional Development Seminar **AND**		_____	1	_____
BUS	291	Business Internship		_____	2	_____

V. Recommended Electives (4 minimum credits, with adviser's approval, to complete 95 credits)

				Qtr	Credit	Grade
HSPTR	140	Introduction to Hospitality		_____	5	_____
EVPL	240	Event Planning/Risk Management		_____	5	_____
EVPL	250	Event Coordination		_____	5	_____
EVPL	265	Event Planning/Best Practices		_____	5	_____
EVPL	266	Virtual Event Planning		_____	5	_____
_____	____	_____		_____	__	_____

Choose two classes when selecting from the following series of courses:

				Qtr	Credit	Grade
EVPL	275	Event – Wedding Planning/Coordination		_____	2	_____
EVPL	276	Event Planning/Entertainment & Production		_____	2	_____
EVPL	277	Event Planning/Destination Management		_____	2	_____

_____   _____
Adviser's Signature   Date   Dean's Signature   Date

PGM Code – 277T
Effective summer 2011   **Rev: 02/11**
This requirement sheet is not a substitute for meeting with an academic adviser. Meeting the requirements to graduate with an Edmonds
Community College certificate or degree is ultimately the responsibility of the student.