

# HOTEL, RESTAURANT & TOURISM MANAGEMENT CURRICULUM WORKSHEET

Update for Fall 2016

Not All Classes Listed Are Offered Each Semester

**University Requirements at a Glance:**  
**120 degree hours minimum required for graduation.**  
**48 credits must be completed at the 300 level or above.**  
**Basic skills requirement must be met to enroll in 300+ courses.**

**HRTM Department Requirements at a Glance:**  
**400 Hours Practical Work Experience -**  
 Industry experience verified by employer letter on letterhead.  
**400 Hour Internship (HRTM 408) -**  
 Completed after all HRTM 200 and 300 level courses.  
 Must have Junior standing.  
**“C” or better required for ALL HRTM 300 and above courses.**

STUDENT: \_\_\_\_\_ Banner ID#: \_\_\_\_\_ 1<sup>st</sup> Semester in HRTM: \_\_\_\_\_

NEW MEXICO GENERAL ED. REQUIREMENTS (36 CR)	CR	DEPARTMENTAL REQUIREMENTS (42 CR)	CR
<b>AREA I – Communications (10 credits)</b>		HRTM 201 Introduction to Tourism (3)	
ENGL 111G (4) (Must earn a “C” or better.)		HRTM 221 Introduction to Hospitality Management (3)	
ENGL 203G, ENGL 211G, ENGL 218G, ENG 311G OR ENG 318G (3)		HRTM 263 Food Production and Service Fundamentals (3)	
		HRTM 301 Hotel, Restaurant and Tourism Marketing (3)	
COMM 253G, COMM 265G, AXED 201G or HON 265G (3)		HRTM 302 Hospitality Management Accounting (3)	
<b>AREA II – Mathematics (3 credits)</b>		HRTM 304 Hospitality & Travel Law (3)	
<b>AST 251/STAT 251 (3) or any other approved course. (Required prerequisite Math 120)*</b>		HRTM 307 Professional Development (1) (Complete semester prior to HRTM 408 Internship)	
<b>AREA III – Science, with Laboratory (8 credits)</b>		HRTM 311 Hospitality Leadership Management (3)	
See list of approved courses in catalog.		HRTM 331 Hotel Operations I (3)	
		HRTM 363 Quantity Food Production and Service (6)	
		HRTM 408 Hospitality Internship (1)	
<b>AREA IV – Social/Behavioral Science (6-9)*</b>		HRTM 409 Internship Seminar (1) (Complete after HRTM 408)	
See list of approved courses in catalog.		HRTM 410 Hospitality Cost Control (3)	
<b>ECON 201G (3) (or ECON 251G and 252G) *</b>		HRTM 430 Hospitality Facilities Management (3)	
		HRTM 434 Senior Capstone (3) (Complete final semester.)	
		<b>OTHER DEGREE REQUIREMENTS (20 CR+)</b>	
<b>AREA V – Humanities and Fine Arts (6-9)*</b>		ACES 111 Freshman Orientation (1)	
See list of approved courses in catalog.		SPAN 111 Elementary Spanish (4) or higher	
		<b>ECON 201G Intro. to Econ (3) (or ECON 251G and 252G) *</b>	
		ACCT 221 Financial Accounting (3)	
<b>*Must complete a total of 15 CR between areas IV &amp; V.</b>		ANY MKTG 300 & Above (3)	
		<b>AST 251/STAT 251 Stat. for Business (3) *</b>	
<b>VIEWING A WIDER WORLD REQUIREMENT (6 CR) (G)</b>		MGT 309 Human Behavior in Organizations (3)	
Two courses in two different colleges, with at least one from outside ACES. See list of approved courses in the catalog. (300+ level courses with a “V” behind them.)		MGT 332 Human Resources Management (3)	
		FIN 341 Financial Analysis & Markets (3)	

DEPARTMENTAL ELECTIVES (9 CR)	CR	PRACTICAL WORK EXPERIENCE (400+ Hours)
Based on your career interests and in consultation with your advisor, choose three courses from the options listed below. HRTM 408 should be completed prior to enrolling in the Departmental Electives. (Please note: Courses not used to fulfill the Departmental Electives requirement may be used to fulfill the open electives requirement.)		Company: _____ Dates: _____
		# of hours: _____
HRTM 412 Beverage Management (3)		Company: _____ Dates: _____
HRTM 413 Restaurant Operations Management (4)		# of hours: _____
HRTM 414 International Food & Wine (3)		<b>DEGREE CHECK:</b>
HRTM 420 Club Management (3)		Date: _____ Advisor: _____
HRTM 431 Hotel Operations II (3)		Courses needed to graduate: _____
HRTM 432 Hotel Revenue & Sales Management (3)		<b>Enrolled:</b> _____ <b>Needed:</b> _____
HRTM 443 Meetings, Conventions & Special Events (3)		
HRTM 450 and/or 492 if pre-approved (1-4)		
<b>OPEN ELECTIVES (7 CR or a sufficient number to reach 120 credits in total.)</b> * Electives may be used to satisfy minor requirements.		

\* Students are **STRONGLY** urged to take at least one computer course (AGE 250, CS 110 or BCIS 110).

**To Complete a Minor in Marketing:**

If you have followed this curriculum worksheet you will only need to complete six more credits of approved Marketing course work. If you choose MKGT 311V: Consumer Behavior as one of your VWW courses, it will count toward your minor. It is your responsibility to meet with an advisor in the Business Advising Center prior to pursuing the minors in order to complete the necessary paperwork. Minors must be completed at the same time you complete your degree.

**Other Minors:**

A number of minors are available. Other popular minors include Spanish and Management.