



2014-2015 Degree Completion Guide
Meeting and Special Event Management, AAS (CA 430)

DATE

ICCB Approved Total Program Hours: **65 Semester Hours**

6/10/2014

The following suggested schedule is based on full-time enrollment. Students planning to transfer to a senior institution should check with that institution for specific transfer requirements.

Courses that are approved for the AA/AS degrees are **bolded**.

Mode of Delivery:
T = Traditional classroom
W = Online

First Semester						
Course	Title	Credit Hours	Mode of Delivery	Pre Requisites	Term(s) Offered	Notes
HOSP 110	Service in the Hospitality	3	T		FL/SP	
HOSP 120	Exploring the Hospitality	3	W		FL/SP	
HOSP 248	Event Planning	3	T		FL/SP	
ENG 101 or ENG 130	Rhetoric or Technical Writing and Communications	3	T,W	Appropriate COMPASS placement score or minimum grade of C in ENG 021 and ENG 099, or the EAP sequence ENG 079 and ENG 089, or ENG 096.		
HOSP 271**	Understanding Wines	3	T		FL/SP	
Total Semester Hours:		15				

Second Semester						
Course	Title	Credit Hours	Mode of Delivery	Pre Requisites	Term(s) Offered	Notes
HOSP 160	Hotel and Restaurant Law	3	T		FL/SP	
HOSP 233	Management Accounting for the Hospitality Industry	3	T, W		FL/SP/SM	
HOSP 250	Management of Human Resources in the Hospitality Industry	3	T		SP	
CIS 126	Microsoft Office	3	T, W, Q		FL/SP/SM	
Math /Science	Select one course from Group IV: Math/Science	3	Varies			
Total Semester Hours:		15				

Summer 1						
-----------------	--	--	--	--	--	--

Course	Title	Credit Hours	Mode of Delivery	Pre Requisites	Term(s) Offered	Notes
CA 111	Basic Commercial Kitchen	5	T	COMPASS placement into ENG 021 and ENG 099; or the EAP course sequence ENG 078 and ENG 088; or ENG 096; or minimum grade "C" in one of the following: ENG 020 and ENG 098; or the EAP course sequence ENG 077 and ENG	SM	
Total Semester Hours:		5				

Third Semester						
Course	Title	Credit Hours	Mode of Delivery	Pre Requisites	Term(s) Offered	Notes
CA 106	Applied Food Service Sanitation	2	Q	COMPASS placement into ENG 021 and ENG 099; or the EAP course sequence ENG 078 and ENG 088; or ENG 096; or minimum grade "C" in one of the following: ENG 020 and ENG 098; or the EAP course sequence ENG 077 and ENG	FL/SP	
HOSP 240	Catering and Special Events Operations	3	T		FL	
HOSP 246	Sales and Convention Management	3	T		FL	
HOSP 252	Organizational Behavior in the Hospitality Industry	3	T		FL	
General Education	Select any course from Groups I-V: General Education	3	Varies			
Total Semester Hours:		14				

Fourth Semester						
Course	Title	Credit Hours	Mode of Delivery	Pre Requisites	Term(s) Offered	Notes
HOSP 236	Cost Control for the Hospitality Industry	3	T	HOSP 233	SP	
HOSP 291	Professional Development for the Hospitality Industry	3	T		SP	
Social and Behavioral Science - General Education	Select one course from Group II: Social and Behavioral Sciences	3	Varies		SP	

General Education	Select any course from Groups I-V: General Education	3	Varies			
Total Semester Hours:		12				

Summer 2

Course	Title	Credit Hours	Mode of Delivery	Pre Requisites	Term(s) Offered	Notes
HOSP 295	Hospitality Internship	4	W	HOSP 291	SM	
Total Semester Hours:		4				

****Students must be 21 years old to register for Hosp 271. Students may substitute Hort 280 (Floral Design) , which is 4 CR HR. This course is only offered in the FL and there are no Pre Requisites. Students who cannot take Hosp 271 should take Hort 280 in their 1st Semester instead of one Gen. Ed. course. That Gen. Ed. course can then be taken in the Fourth Semester instead of Hosp 271.**

Graduation Requirements

To be awarded an Associate degree at Joliet Junior College, each student must meet the following requirements:

1. Satisfy all admission requirements.
2. Complete the courses required to earn the chosen degree. If the student is a transfer student with coursework taken elsewhere, he/she must complete a minimum of 60 credit hours of which the last 15 credit hours applicable to the degree are earned at Joliet Junior College. If the student has not taken the last 15 hours at JJC, then a total of 30 credit hours applicable to the degree must be earned at Joliet Junior college. Proficiency test, CLEP and Advanced Placement do not meet this requirement.
3. Earn a cumulative grade point average of at least 2.0.
4. Discharge all financial obligations to the college; have no restrictions.
5. File an application for graduation (An application should be filed at the time of registration for student's anticipated last semester).
6. Have on file in the Graduation office by the graduation filing date all transcripts from other colleges/universities that are to be evaluated for credit, to be applied toward a degree. A delay in the process may result in a later graduation date.

For more information

Counseling & Advising
Main Campus room A-1155
815-280-2673

Department Chairperson
William O'Connor
815-280-2402