

## 2015-2016 Completion Guide

Meeting and Special Event Planning CAC (CA 431)

DATE \_\_\_\_\_

ICCB Approved Total Program Hours: 37

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.

Mode of Delivery:  
 T = Traditional classroom  
 W = Online  
 Q = Blended

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

<b>First Semester</b>						
Course	Title	Credit Hours	Mode of Delivery	Pre Requisites	Term(s) Offered	Notes
Hosp 233	Management Accounting for the Hospitality Industry	3	T,W	None	FL/SP/SU	
Hosp 240	Cater/Special Events Operations	3	T	None	FL	
Hosp 246	Sales and Convention Management	3	T	None	FL	
Hosp 252	Organizational Behavior in the Hospitality Industry	3	T	None	FL	
Hosp 271 OR Hort 280	Understanding Wines Floral Design	3 4	T T	None None	FL/SP FL	Students MUST be 21 Years Old to register for this course
<b>Total Semester Hours:</b>		<b>15</b>				

<b>Second Semester</b>						
Course	Title	Credit Hours	Mode of Delivery	Pre Requisites	Term(s) Offered	Notes
Hosp 110	Customer Service for Hospitality	3	T	None	FL/SP	
Hosp 148	Introduction to Event Planning	3	T	None	FL/SP	
Hosp 236	Cost Control for the Hospitality Industry	3	T	Hosp 233	SP	
Hosp 250	Mgmt of Human Resources for the Hospitality Industry	3	T	None	SP	
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 087.	FL/SP	
<b>Total Semester Hours:</b>		<b>17</b>				

<b>Summer Session</b>						
Course	Title	Credit Hours	Mode of Delivery	Pre Requisites	Term(s) Offered	Notes
CA 111	Basic Commercial Kitchen Operations	5	T	None	SU	
<b>Total Semester Hours:</b>		<b>5</b>				

**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

Department Chairperson

815-280-2673