



2020-2021 Completion Guide
Meeting and Special Event Planning AAS CA 430
ICCB Approved Total Program Hours: 65

Date:	<i>The following schedule is based on full-time enrollment. Students planning to transfer to a senior institution should check with that institution for specific transfer requirements.</i>
Program Prerequisites	

T= Traditional H = Hybrid W = Web

First Semester						
Course	Title	Credit Hours	Mode of Delivery	Prerequisites	Terms offered	Notes
HOSP 110	Customer Service for Hospitality	3	T,W	None	FL/SP	
HOSP 120	Exploring the Hospitality Industry	3	W	None	FL/SP	
HOSP 246	Sales and Convention Management	3	T,W	None	FL	
ENG 101/ENG 130	Rhetoric/Technical Writing and Communication	3	T, W, H	Appropriate COMPASS placement score; or a minimum grade "C" in one of the following: ENG 021 and ENG 099, or the EAP course sequence ENG 079 and ENG 089 or ENG 096	FL/SP/SM	
CIS 126	Microsoft Office	3	T, W, H	None	FL/SP/SM	
	Total Semester Hours	15				

Second Semester						
Course	Title	Credit Hours	Mode of Delivery	Prerequisites	Terms offered	Notes
HOSP 148	Introduction to Event Planning	3	T	None	FL/SP	
HOSP 160	Hospitality Law	3	T,W	None	FL/SP	
HOSP 233	Management Accounting for the Hospitality Industry	3	T,W	None	FL/SP	
CA 106	Applied Food Service Sanitation	2	H	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	
General Education	Select One Course from Group II: Social and Behavioral Sciences	3				
	Total Semester Hours	14				

Third Semester

Course	Title	Credit Hours	Mode of Delivery	Prerequisites	Terms offered	Notes
CA 111	Basic Commercial Kitchen Operations	5	T	None	SM	
	Total Semester Hours	5				

Fourth Semester						
Course	Title	Credit Hours	Mode of Delivery	Prerequisites	Terms offered	Notes
HOSP 240	Cater/Special Events Operations	3	T	None	FL	
HOSP 252	Organizational Behavior in the Hospitality Industry	3	T,W	None	FL	
HOSP 271 OR	Understanding Wines	3	T	None	FL/SP	Students MUST be 21 years old to register for this course
HORT 280	Floral Design	4	T	None	FL	
General Education	Select One Course from Group IV: Math/Science	3				
	Total Semester Hours	12				

Fifth Semester						
Course	Title	Credit Hours	Mode of Delivery	Prerequisites	Terms offered	Notes
HOSP 236 OR	Cost Control for the Hospitality Industry	3	T	HOSP 233	SP	
CA 102	Cost and Portion Management	3	T	COMPASS placement into MATH 094 or minimum grade "C" in MATH 090 or MATH 091 or equivalent	FL/SP	
HOSP 250	Mgmt of Human Resources for the Hospitality Industry	3	T	None	SP	
HOSP 291	Prof. Development for the Hospitality Industry	3	T	None	SP	
General Education	Select One Course from Groups I-V: General Education	3				
General Education	Select One Course from Groups I-V: General Education	3				
	Total Semester Hours	18				

Sixth Semester						
Course	Title	Credit Hours	Mode of Delivery	Prerequisites	Terms offered	Notes
HOSP 295	Hospitality Internship	4	T	HOSP 291	SM	

	Total Semester Hours	4			
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Graduation Requirements

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

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

To be awarded a Certificate of Achievement or Certificate of Completion at JJC, each student must meet the following requirements:

1. Satisfy all admission requirements.
2. Complete the courses required to earn the chosen certificate. Complete a minimum of 4-29 credit hours (Certificate of Completion) or 30-50 credit hours (Certificate of Achievement). If the student is a transfer student with coursework taken elsewhere, he/she must complete a minimum of 25% of the total required credit hours applicable to the certificate at JJC. Proficiency test, CLEP, and Advanced Placement do not meet this requirement.
3. Earn a cumulative grade point average of at least 2.0 in the area of concentration.
4. Discharge all financial obligations to the college and have no restrictions.
5. File an application for graduation. An application should be filed at the time of registration for the student's anticipated last semester.
6. Have all official transcripts from other college/universities on file in the Graduation Office by the graduation filing date for evaluation of credit. A delay in the process may result in a later graduation date.

For more information:	Department Chairperson	Program Coordinator	Program Advisor
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