JOLIET JUNIOR COLLEGE 1901	**2021 2022 Completion Guide** **Meetings and Special Event Management, AAS, CA 430** **ICCB Approved Total Program Hours: 65**
Date:	*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.*
Program Prerequisites	

T= Traditional   H = Hybrid   W = Web

First Semester

Course	Title	Credit Hours	Mode of Delivery	Prerequisites	Terms offered	Notes
HOSP 120	Exploring the HOSP Industry	3	W		FL/SP/SM	
HOSP 160	Hotel and Restaurant Law	3	T,W,H		FL	
HOSP 246	Sales and Convention MGMT	3	H,W		FL	
CA 106	Applied Food Service Sanitation	2	T,H,W		FL/SP	
ENG 101* or ENG 130	Rhetoric OR Technical Writing	3	T,W,H	Appropriate placement score or 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	*ENG 101 is Preferred
Math/Science General Education	Select one course from Group IV: Math/Science	3 to 4				
	Total Semester Hours	17-18				

Second Semester

Course	Title	Credit Hours	Mode of Delivery	Prerequisites	Terms offered	Notes
BUS 111	Principles of Business Communication	3	T,W,H		FL/SP/SM	*Take in place of HOSP 291
CA 112	Principles of Food Preparation	3	T		FL/SP	*Take in place of CA 111
HOSP 110	Customer Service for the HOSP Industry	3	T,W,H		FL/SP/SM	
HOSP 148	Introduction to Event Planning	3	T,W,H		SP	
MGMT 202	Human Resources	3	T,W		SP	*Take in place of HOSP 250
Social/Behavioral Science General Education	Select one course from Group II: Social/Behavioral Sciences	3				
	Total Semester Hours	18				

Third Semester

Course	Title	Credit Hours	Mode of Delivery	Prerequisites	Terms offered	Notes
HOSP 240	Catering and Special Events Operations	3	T,W,H		FL	
HOSP 233	MGMT Accounting for the HOSP Industry	3	T,W		FL	
HOSP 252	Organizational Behavior	3	T,W		FL	
HORT 280 OR HOSP 271	Floral Arrangement or Wine	3	T		FL	Students must be 21 to take HOSP 271

Course	Title	Credit Hours	Mode of Delivery	Prerequisites	Terms offered	Notes
General Education	Select from the list of CTE General Education Courses	3				
	Total Semester Hours	15				

Fourth Semester

Course	Title	Credit Hours	Mode of Delivery	Prerequisites	Terms offered	Notes
HOSP 236	Cost Control for the HOSP Industry	3	T,W		SP	
HOSP 295	HOSP Internship	4	W		SP	
CIS 126	Microsoft Office	3	W		FL/SP/SM	
Department Elective	Select one course from the Business Department	3				
General Education	Select from the list of CTE General Education Courses	3				
	Total Semester Hours	16				

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**
	Name: William O'Connor	Name: Anne Esquivel	Name: Anne Esquivel
	E-mail: woconnor@jjc.edu	E-mail: agean@jjc.edu	E-mail: agean@jjc.edu
	Phone: (815) 280-2404	Phone: (815) 280-2448	Phone: (815) 280-2448