



**2023-2024 Completion Guide**

Meeting and Special Event Planning AAS (CA 430)

DATE ICCB Approved Total Program Hours: 60

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**.

**First Semester**

Course	Title	Credit Hours	Mode of Delivery	Prerequisites	Term(s) Offered	Notes
<b>BUS 110</b>	Principles of Customer Service	3	T,W	None	FL/SP	
<b>Hosp 120</b>	Exploring the Hospitality Industry	3	W	None	FL/SP	
Hosp 240	Catering	3	T,W,H	None	FL	
Hosp 246	Sales and Convention Management	3	T,W	None	FL	
<b>Eng 101/Eng 130</b>	Rhetoric/Technical Writing and Communication	3	T, W, H	Appropriate placement; 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/SU	
	<b>Total Semester Hours:</b>	<b>15</b>				

**Second Semester**

Course	Title	Credit Hours	Mode of Delivery	Prerequisites	Term(s) Offered	Notes
<b>ACCY 100/101</b>	Accounting	3 or 4	T,W,H	None	FL/SP/SU	
Hosp 148	Introduction to Event Planning	3	T,W	None	SP	
Hosp 160	Hospitality Law	3	T,W	None	FL/SP	
Hosp 236	Cost Control for the Hospitality Industry	3	T,W	None	FL/SP	

<b>General Education</b>	Select One Course from Group II: Social and Behavioral Sciences	3				
	<b>Total Semester Hours:</b>	<b>15/16</b>				
<b>Third Semester</b>						
Course	Title	Credit Hours	Mode of Delivery	Prerequisites	Term(s) Offered	Notes
CIS 231	Human Computer Interaction	3	T,W,H	CIS 200 Recommended	FL/SP	
Mgmt 101	Principles of Mgmt	3	T,W,H	None	FL/SP/SU	
Mgmt 102	Human Relations	3	T,W,H	None	FL/SP/SU	
Core Elective	Choose from Selection	3	T,W,H	None	FL/SP/SU	
<b>General Education</b>	Select One Course from Group IV: Math/Science	3	T,W,H	Varies by class	FL/SP/SU	
	<b>Total Semester Hours:</b>	<b>15</b>				
<b>Fourth Semester</b>						
Course	Title	Credit Hours	Mode of Delivery	Pre Requisites	Term(s) Offered	Notes
Core Elective	Choose from Selection	3	T,W,H	None	FL/SP/SU	
Core Elective	Choose from Selection	3	T,W,H	None	FL/SP/SU	
Core Elective	Choose from Selection	3	T,W,H	None	FL/SP/SU	
<b>General Education</b>	Select One Course from Group I-V: General Education	3	T,W,H	Varies by class	FL/SP/SU	
<b>General Education</b>	Select One Course from Groups I-V: General Education	3				
	<b>Total Semester Hours:</b>	<b>15</b>				

#### 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.

First Semester

Course Title Credit Hours Mode of Delivery Prerequisites Terms offered Notes

Total Semester Hours

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.