

MEETING AND EVENT MANAGEMENT, CERTIFICATE OF ACHIEVEMENT

Banner Code: 1_CT_HTTM

Control Number: 30921

Financial Aid Eligible

The Meeting and Event Management program focuses on the planner's practical "need to know" tools and skills. Learn from well-known experienced industry professionals who are eager to share the practical "need to know" tools and skills essential to every successful meeting and event planner. Attain a solid understanding of the myriad details and behind-the-scenes considerations needed to assure your meeting or event is the success you and your clients hoped for.

Convenient online and weekend classes are designed to provide a dynamic learning experience with extensive interaction between students and instructors-through case studies, real-life examples, group work and hands-on activities. Special features include "behind the scenes" visits to hotel meeting facilities and development of a hands-on project.

Program Outcome

The outcome for the certificate of achievement is to prepare students for employment within the hospitality, travel, and tourism industries as a meeting, convention, or event planner.

Review Graduation Requirements (<https://catalog.cccd.edu/orange-coast/graduation-requirements/certificates/#achievementtext>).

Course	Title	Units
HTT A105	Passport to Success	3
HTT A138	Sharing the Travel Experience	3
HTT A158	Luxury, Incentive, and Corporate Travel	3
HTT A185	Interviewing and Professional Development	3
HTT A221	Meeting/Event Management Internship	4
HTT A265	Principles of Event and Meeting Management	1.5
HTT A266	Organize and Manage Events and Meetings	1.5
HTT A267	Managing Business Risks	1.5
HTT A269	Destination Management	1
HTT A270	Meeting and Event Marketing and Sales	1.5
HTT A273	Sport Event Management	1
HTT A274	Establish and Operate an Event Business	3
HTT A275	Event Fund-Raising and Sponsorship	1
HTT A276	Expo and Trade Show Management and Promotion	1
HTT A277	Wedding Planning as a Business	3
HTT A278	Catering Design and Management	1.5
HTT A284	Leadership and Strategic Management	3
Total Units		36.5

Meeting and Event Management Suggested Electives:

CMST A100 Interpersonal Communication

HTT A199 Current Issues in Hospitality, Travel and Tourism

HTT A299 Certified Travel Associate

SPAN A180 Elementary Spanish 1

Program Sequence

These sequences at Orange Coast College are general course curriculum maps for students to finish all major and general education requirements for two-year completion of degrees, and/or fulfillment of transfer requirements. The course sequence may include course prerequisites and other placement requirements. **Students are advised to meet with an Orange Coast College Counselor to review course selections and sequences to ensure that completion of this program will meet a student's transfer and career goals.**

Some courses in this program may be offered once per academic year.

Course	Title	Units
Year 1		
Semester 1		
HTT A105	Passport to Success	3
HTT A265	Principles of Event and Meeting Management	1.5
HTT A266	Organize and Manage Events and Meetings	1.5
HTT A273	Sport Event Management	1
HTT A278	Catering Design and Management	1.5
HTT A284	Leadership and Strategic Management	3
	Units	11.5
Semester 2		
HTT A158	Luxury, Incentive, and Corporate Travel	3
HTT A185	Interviewing and Professional Development	3
HTT A267	Managing Business Risks	1.5
HTT A269	Destination Management	1
HTT A270	Meeting and Event Marketing and Sales	1.5
HTT A275	Event Fund-Raising and Sponsorship	1
HTT A276	Expo and Trade Show Management and Promotion	1
HTT A277	Wedding Planning as a Business	3
	Units	15
Year 2		
Semester 1		
HTT A138	Sharing the Travel Experience	3
HTT A221	Meeting/Event Management Internship	4
HTT A274	Establish and Operate an Event Business	3
	Units	10
	Total Units	36.5