

MEETING AND EVENT MANAGEMENT, CERTIFICATE OF ACHIEVEMENT

Financial Aid Eligible

Banner Code: 1_CT_HTTPM

Control Number: 30921

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

1. 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.

Certificate of Achievement Requirements

The Certificate of Achievement is a state-approved career program that requires a minimum of eight units and is designed to prepare the graduate to enter a particular field of employment. In order to be awarded a certificate, students are required to obtain a grade of "C" or better in all program-required courses. Grades of "CR" or "P" will be accepted whereas "CR" or "P" meets the equivalency of a "C" or better. At least 3 units in an advanced course from the certificate must be completed at OCC at the department's discretion. Certificates of Achievement are not automatically awarded. A petition must be filed in Enrollment Services or online at the beginning of the semester in which the student will be completing their final requirements. The petitioning periods are listed in the Graduation Requirements (<https://catalog.cccd.edu/orange-coast/graduation-requirements/>) section of this catalog. Check with a counselor to determine the requirements for completion.

A list of certificate programs can be found in the Programs A-Z (<https://catalog.cccd.edu/orange-coast/programs-study/>) section of this catalog.

Course	Title	Units
Year 1		
Fall		
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
Spring		
HTT A158	Luxury, Incentive, and Corporate Travel	3
HTT A185	Interviewing and Professional Development	3

Course	Title	Units
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		
Fall		
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

Meeting and Event Management Suggested Electives

Course	Title	Units
CMST A100	Interpersonal Communication	3
HTT A199	Current Issues in Hospitality, Travel and Tourism	0.5-1.5
HTT A299	Certified Travel Associate	3
SPAN A180	Elementary Spanish 1	5