

MEETING AND EVENT MANAGEMENT, ASSOCIATE IN SCIENCE DEGREE

Banner Code: 1_AS_HTTM
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.

Complete the Meeting and Event Management Certificate of Achievement and the Associate in Science graduation requirements as outlined in the Graduation Requirements section of the catalog.

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/associate-degree/>) and General Education (<https://catalog.cccd.edu/orange-coast/general-education-patterns/>).

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

Course	Title	Units
HTT A284	Leadership and Strategic Management	3
Total Units		36.5

Requirement	Units
Program Major Units	36.5
AS General Education Option 1, 2, or 3	Varies
Transferable electives to satisfy unit requirement	Varies
Total Degree Units	60

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
OCC AS GE AREA A1 - CHOOSE ONE		3
Units		14.5

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

Course	Title	Units
HTT A274	Establish and Operate an Event Business	3
OCC AS GE AREA C2 - CHOOSE ONE		3
OCC AS GE AREA B - CHOOSE ONE		3-4
Units		16-17
Semester 2		
OCC AS GE AREA A2 - CHOOSE ONE ¹		3-4
OCC AS GE AREA C1 - CHOOSE ONE		3
OCC AS GE AREA D - CHOOSE ONE		3
Select one of the following or satisfy Math competency (completion of High School Algebra 2 with a "C" or better):		3-4
MATH A030	Intermediate Algebra ²	
or MATH A045	or Combined Elementary and Intermediate Algebra	
ELECTIVE (DEGREE APPLICABLE) ³		2.5
Units		14.5-16.5
Total Units		60-63

¹ OCC AS GE AREA A2 - Required if 100-level MATH will not be taken to meet Math competency. If MATH A100 or higher will be taken, then needs to take 3-4 degree applicable elective units

² Math A030 or higher OR take 3-4 degree applicable elective units if math competency was met through completion of High School Algebra 2 with a "C" or better; *100-level Math courses satisfy AS Math Requirement and OCC AS GE AREA A2

³ VARIES TO REACH MINIMUM 60 DEGREE APPLICABLE UNITS