



20000 68th Ave W
Lynnwood, WA 98036-5999
www.edcc.edu

Event Planning/ Hospitality & Tourism Event Planning

Associate of Technical Arts Degree Program Requirements 2011-2012

Student Name _____
Student ID _____

Program Description The Hospitality & Tourism Event Planning Associate of Technical Arts Degree is designed for both entry level and experienced individuals seeking a professional career in event planning. Course work will include the theoretical and practical aspects of event and meeting management, including best practices in research, design, planning, coordination, promotion, risk management, sustainability, and evaluation of events and meetings of various types and sizes.

Degree Outcomes Outcomes for Edmonds Community College degrees and certificates can be found in the online college catalog at the bottom of each degree or certificate. To find specific outcomes, click on the degree or certificate from the program list in the online catalog at <http://catalog.edcc.edu>

Common Course Numbering Changes Please refer to www.edcc.edu/ccn for more information.

Credit/Grade Requirements This ATA degree requires successful completion of a minimum of **97** credits as outlined. A minimum of 30 credits or one-third of the required credits, whichever is less, must be earned at Edmonds Community College. Students are required to maintain a minimum cumulative grade point average of 2.0 in all college-level courses as well as a minimum grade of 2.5 in all hospitality classes.

Note: Courses approved for transfer from other academic institutions must have a minimum grade of 2.0.

General Education/Related Instruction Requirements Students who complete degrees or certificates of 45 credits or more are required to demonstrate learning in the following general education/related instruction areas: communications, computation/quantitative skills, and human relations/group interaction.

Cultural Diversity Edmonds Community College requires that students earning a degree or certificate of 45 credits or more meet the Cultural Diversity Requirement. Courses that satisfy this requirement are marked as “:CD” on the requirement sheet and/or “Meets Cultural Diversity Requirement” in the quarterly class schedule.

Students are advised to

- Plan their schedule several quarters in advance in order to accommodate courses that are offered only once or twice a year
- Review the college catalog for required course prerequisites and include these in schedule planning
- Communicate with a faculty adviser

Graduation Application A completed Graduation Application form must be submitted to Enrollment Services by the 10th day of the quarter in which the student expects to graduate. Forms are available at Enrollment Services located in Lynnwood Hall.

High School Transition Program Students (Tech Prep, College in the High School, Running Start) It is recommended that high school students who have earned college credit through dual credit programs meet with a college advisor.

Advisers The advisers for this program are
Linda Russell lRussell@edcc.edu 425-640-1137
Beth O'Donnell bodonnell@edcc.edu 425-640-1208

College Resources

Department Website	http://hosp.edcc.edu
Home Page	http://www.edcc.edu
How to Enroll	http://getstarted.edcc.edu
Transfer Center	http://transfer.edcc.edu
Advising appointments	425-640-1458
College Bookstore	http://bookstore.edcc.edu

Course			Qtr	Credit	Grade
I. General Education/Related Instruction Requirements (20 credits)					
Communication Skills – 10 credits					
BSTEC	107	Business English AND	_____	5	_____
BSTEC	110	Business Communications:CD OR	_____	5	_____
ENGL&	101	English Composition I AND either	_____	5	_____
CMST&	220	Public Speaking OR	_____	5	_____
CMST&	230	Small Group Communication	_____	5	_____
Computation/Quantitative Skills – 5 credits					
BUS	130	Business Math OR	_____	5	_____
MATH	_____	_____ *	_____	5	_____
Human Relations/Group Interaction – 5 credits					
MGMT	100	Human Relations/Organization:CD	_____	5	_____
II. Business Requirements (35 credits)					
ACCT	101	Accounting Fundamentals ** OR	_____	5	_____
ACCT&	201	Principles of Accounting I OR	_____	5	_____
MGMT	180	Finance-Money Management	_____	5	_____
BUS&	101	Introduction to Business	_____	5	_____
BSTEC	130	Computer Fundamentals OR	_____	5	_____
CIS	100	Introduction to Business Computing	_____	5	_____
MGMT	270	Project Management I	_____	5	_____
<i>Select 15 credits from the following</i>					
ACCT	216	Accounting Software Applications	_____	5	_____
BSTEC	222	Database (Access)	_____	5	_____
BSTEC	224	Spreadsheet (Excel)	_____	5	_____
BSTEC	109	Word Processing (WORD)	_____	5	_____
BUS&	201	Business Law	_____	5	_____
LEGAL	240	Contracts	_____	5	_____
MGMT	130	Principles of Marketing	_____	5	_____
MGMT	214	Principles of Management	_____	5	_____
MGMT	260	Small Business management	_____	5	_____
III. Required Hospitality & Tourism Courses (39 credits minimum)					
CLART	105	Introduction to Catering	_____	2	_____
EVPL	250	Event Coordination OR	_____	5	_____
MGMT	107	Event Planning	_____	5	_____
EVPL	240	Event Planning/Risk Management	_____	5	_____
EVPL	245	Sustainable/Green Events	_____	2	_____
EVPL	265	Event Planning/Best Practices	_____	5	_____
EVPL	266	Virtual Event Planning	_____	5	_____
EVPL	270	Event Planning/Practicum	_____	3	_____
EVPL	275	Event Planning/Weddings OR	_____	5	_____
EVPL	276	Event Planning/Entertainment & Production OR	_____	2	_____
EVPL	277	Event Planning/Destination Management	_____	5	_____
HSPTR	140	Introduction to Hospitality	_____	5	_____
HSPTR	258	Lodging Management	_____	5	_____
IV. Career Management (3 credits)					
BSTEC	294	Career Management	_____	3	_____

Explanatory Notes:

* Any designated college-level course

** This class may be waived if student has recently completed one year of high school accounting, the equivalent of ACCT 101, has recent bookkeeping experience or instructor's permission. Students are advised to consult with an accounting adviser. Five credits of an approved business elective may be substituted

_____	_____	_____	_____
Adviser's Signature	Date	Dean's Signature	Date