



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

# Event Planning/ Hospitality & Tourism Event Planning Certificate Program Requirements 2011-2012

Student Name \_\_\_\_\_  
Student ID \_\_\_\_\_

**Program Description** The Hospitality & Tourism Department has designed this certificate program to increase student qualifications to enter or advance in positions in the convention, conference, meeting and event planning industries. Successful event planning requires a unique combination of skills and knowledge including skills in management, accounting and finance, marketing and communication. Students in this program will learn about facilities, contracts, and related areas of convention, conference and meeting planning.

The students who will be the most successful in this program will bring with them basic business skills and work experience. If students need to strengthen skills, they are encouraged to take courses listed under Optional Electives (see reverse) before enrolling in the 200-level courses. Please see a program adviser to plan the course schedule that will best meet your needs.

**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](http://www.edcc.edu/ccn) for more information.

**Credit/Grade Requirements** This Certificate requires successful completion of a minimum of **44.5** 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 equivalent of 2.5.

**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 10<sup>th</sup> day of the quarter in which the student expects to graduate. Forms are available at Enrollment Services located in Lynnwood Hall, or online at [www.edcc.edu/credentials/](http://www.edcc.edu/credentials/).

**Advisers** The advisers for this program are

Beth O'Donnell bodonnel@edcc.edu 425-640-1208  
Linda Russell lrussell@edcc.edu 425-640-1137

**College Resources**

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

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Course	Qtr	Credit	Grade
<b>Program Requirements (39.5 credits)</b>			
CLART 105 Introduction to Catering	_____	2	_____
HSPTR 140 Introduction to Hospitality	_____	5	_____
EVPL 240 Event Planning/Risk Management	_____	5	_____
EVPL 245 Sustainable/Green Events	_____	2	_____
EVPL 250 Event Coordination <b>OR</b>	_____	_____	_____
MGMT 107 Event Planning	_____	5	_____
EVPL 265 Event Planning/Best Practices	_____	5	_____
EVPL 266 Virtual Event Planning	_____	5	_____
EVPL 270 Event Planning Practicum	_____	3	_____
EVPL 275 Event - Wedding Planning/Coordination <b>OR</b>	_____	_____	_____
EVPL 276 Event Planning/Entertainment & Production <b>OR</b>	_____	_____	_____
EVPL 277 Event Planning/Destination Management	_____	2	_____
HSPTR 258 Lodging Management	_____	5	_____
HSPTR 285 Hospitality Employment	_____	.5	_____
<b>Recommended Electives (5 credits minimum)</b>			
ACCT 101 Accounting Fundamentals <b>OR</b>	_____	_____	_____
MGMT 180 Finance-Money Management	_____	5	_____
ACCT& 201 Principles of Accounting I	_____	5	_____
BSTEC 110 Business Communications:CD	_____	5	_____
BSTEC 224 Spreadsheet (Excel)	_____	5	_____
LEGAL 240 Contracts	_____	5	_____
MGMT 122 Customer Relations Management	_____	3	_____
MGMT 130 Principles of Marketing	_____	5	_____
MGMT 165 MS Project	_____	3	_____
MGMT 260 Small Business Management	_____	5	_____
MGMT 270 Project Management I	_____	5	_____

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