

## MEETING, CONFERENCE & EVENT PLANNING

### LETTER OF RECOGNITION (R): 815

Total Credits: 9

Catalog Editions 14-15 through 20-21

Name:

Date:

ID #:

LETTER REQUIREMENTS	Course	Hours	Grade
	HMGT 208	3	
	HMGT 240	3	
	HMGT 250	3	

**Grade of C in each course is required to graduate**

Total Credits:

*This sequence of three courses is designed for persons who wish to develop skills in meeting and event planning. To complete each course in this sequence, students need to demonstrate skills in the following areas: market research, advertising, accounting, food and beverage cost controls, meeting and event planning, and time management. A grade of C or better is required in each course in the sequence.*

[Hospitality Management Website](#)

Last Modified: July 2020

Advising Worksheet Contact: [Anthony Solano](#)

See an [advisor](#) to submit an [Application for Graduation](#) the semester BEFORE you intend to graduate.

***This UNOFFICIAL document is for planning purposes ONLY and completion does not guarantee graduation.***

*This Letter is a career program and may not readily transfer to four year colleges/universities (except in special cases.) Visit [transfer planning](#) for more information.*