

# HOSPITALITY

## Event Management and Food Safety



**MC** MONTGOMERY  
COLLEGE

Workforce Development and Continuing Education

**Spring 2020**  
Course Schedule

## Event Management

### (EMIP) Event Manager Internship Program

Event Experience Management Continuing Education Certificate Internship Program (EEMCEIP). Previous term graduates will engage in an internship to prepare for a job in the event management industry. You will experience event management principles and practices such as budget and project management for planning, executing, and closure of events. You will evaluate the risks associated with events and incorporate troubleshooting strategies and contingency plans. Internship assignments will be made by the program for entertainment and arts venues, or cultural, business and county organizations. You will be supported during the internship with small group and one on one coaching from the instructor. *Prerequisite: Completion of EEMCE from Montgomery College, Workforce Development and Continuing Education. TWA*

**Course: HOS054 30 Hours**

\$45 + \$30 fee = \$75; NMR add \$50

CRN#: 35090 1 Session

1/21-4/30

### Case Study in Event Management Forum

Explore the nuances of planning and executing an event through your participation in the case study method. Evaluate risks associated with case events and incorporate troubleshooting strategies and contingency plans. If course is being taken independently and student is not part of the certificate program, the prerequisite is: Basic knowledge of event-development and budgeting process, market segmentation, and promotion tools. EEMCE core course. TWA

**Course: HOS044 9 Hours**

\$80 + \$85 fee = \$165; NMR add \$120

#### Rockville Campus

CRN#: 34342 3 Sessions M,W

3/16-3/23 6:30-9:30 p.m.



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## Event Experience Management CE Certificate: Cohort

Certificate applicants must register in this section to be prepared, supported and recognized as participants in the Event Experience Management Experience Certificate program. Participants will identify expectations and learn the instructions of the virtual event management portfolio. Successful EEMCE completer's will be recognized at a celebration event and will be given a certificate of completion. Four basic courses and one elective are required to complete the certificate. The basic courses must be taken in the following order:

1. Introduction to Event Management
2. Event Operation
3. Event Marketing
4. Case Study in the Event Management Forum

You can complete an elective of your choice.

*Note: elective offerings vary by semester.*

- a. How to Gain Employment in Event Management
- b. How to Open an Event Management Business
- c. Risk Management and Risk Mitigation for Event Management
- d. Technology and Social Media for Event Management
- e. Event Management Employment Prep
- f. Event Staffing
- g. Meetings, Conferences and Protocols
- h. Event Management Business Prep

**Course: HOS062 2 Hours**

\$20 + \$10 fee = \$30; NMR add \$30

#### Rockville Campus

CRN#: 35013 1 Session T

4/21 6:30-8:30 p.m.

### Event Management Business Prep

Learn how to open an Event Management business of your own! Acquire knowledge of the start-up process, including self-assessment, market volatility, and enterprise development. Relate competitive analysis, economic factors, and political ramifications to your enterprise aspirations. Position yourself to strategize, initiate, or expand your event management business. This course can serve as an EEMCE elective. TWA

**Course: HOS060 9 Hours**

\$60 + \$60 fee = \$120; NMR add \$120

#### Rockville Campus

CRN#: 34346 3 Sessions M,W

4/8-4/15 6-9 p.m.

M=Monday T=Tuesday W=Wednesday R=Thursday  
F=Friday S=Saturday U=Sunday



## Event Management Employment Prep

Familiarize yourself with techniques and practices that prepare you to interview successfully, refine your abilities to search, identify and qualify employment opportunities in the event management industry. Practice sharpening your written and verbal presentation skills. Equip yourself with strong assets in order to distinguish yourself in the job market. This course can serve as an EEMCE elective. TWA

**Course: HOS058 9 Hours**

\$35 + \$60 fee = \$95; NMR add \$50

### Rockville Campus

CRN#: 35089 3 Sessions M,W  
3/30-4/6 6-9 p.m.

## Event Marketing

Learn about market segmentation, market analysis, strategy, and advertising tools. Examine how to promote events and how to use these events to promote products, services, and causes. EEMCE core course. TWA

**Course: HOS047 12 Hours**

\$109 + \$120 fee = \$229; NMR add \$140

### Rockville Campus

CRN#: 34343 4 Sessions M,W  
2/24-3/4 6:30-9:30 p.m.

## Event Operation

Identify the steps and familiarize yourself with the process of event production. Acquire the successful concepts employed to produce content for live experience. EEMCE core course. TWA

**Course: HOS030 12 Hours**

\$109 + \$120 fee = \$229; NMR add \$140

### Rockville Campus

CRN#: 34337 4 Sessions M,W  
2/3-2/12 6:30-9:30 p.m.

## Event Staffing

The identification, recruitment, and management of even staff are explored. How to provide motivation is a management skill that will be cultivated through proven principles and case study, the skills imparted will allow a manager to create a cohesive and adaptable organization that event professionals covet to work for. This course can serve as an EEMCE elective. TWA

**Course: HOS059 12 Hours**

\$125 + \$69 fee = \$194; NMR add \$120

### Rockville Campus

CRN#: 34345 3 Sessions M,W,F  
4/27-5/1 9 a.m.-1 p.m.

## Introduction to Event Management

Discover major trends, methodologies, and successful practices used by professionals in the event management industry. Learn the event-development process, fundamentals of planning, evaluation, risk management, and more. EEMCE core course.

**Course: HOS034 12 Hours**

\$80 + \$120 fee = \$200; NMR add \$140

### Rockville Campus

CRN#: 34340 4 Sessions M,W  
1/13-1/27 6:30-9:30 p.m.

No class 1/20

## Meetings, Conferences & Protocols

This course will stress important aspects such as site selection, negotiating contracts, program planning, budgeting and more. Other topics may include legal liabilities, contracted services, printing, etc. This course can serve as an EEMCE elective. TWA

**Course: HOS061 12 Hours**

\$125 + \$69 fee = \$194; NMR add \$120

### Rockville Campus

CRN#: 34347 4 Sessions M,W  
4/20-4/29 6-9 p.m.

## Food Safety

### Allergen Awareness

Effective July 1, 2017, all certified food service managers must have an employee/individual on staff at all times, who has successfully completed a food allergen awareness training course. Allergen Awareness provides an in depth view into food allergies, intolerances and celiac disease. You will explore case studies and obtain strategies for controlling and managing the risks associated with food allergens. Workbook, one exam, and certification are included in the cost of the course. TWA

**Course: HOS053 4 Hours**

\$90 + \$99 fee = \$189; NMR add \$120

### Rockville Campus

CRN#: 35088 1 Session S  
4/11 9 a.m.-1 p.m.

## Inclement Weather

Inclement weather conditions: go to [www.montgomerycollege.edu](http://www.montgomerycollege.edu). If the College is closed, there are no classes. For classes meeting in a Montgomery County Public Schools facility, go to [www.montgomeryschoolsmd.org](http://www.montgomeryschoolsmd.org).



## Food Certification Exam Retake

This course is for those that did not pass the Food Manager's Exam in a prior ServSafe course; you must present a score analysis letter as verification of previous test scores. The exam answer sheet is required and can be purchased at Campus Bookstores. Bilingual exam proxy (Spanish) available. The exam will end promptly after two hours. TWA

**Course: HOS011 2 Hours**

\$10 + \$71 fee = \$81; NMR add \$50

### Rockville Campus

CRN#: 34334 1 Session S  
4/4 9-11 a.m.

## Food Service Certification (ServSafe, National Restaurant Association)

Receive a nationally recognized training certificate in food safety. You will learn the approved procedures for handling utensils and equipment, food protection, prevention of food-borne diseases, and employee personal hygiene and habits; this course meets the requirements by the Maryland State Department of Health and Mental Hygiene. Students must pass the exam with a minimum score of 75% in order to receive a certificate enabling them to obtain a food manager's certification ID card; valid in Montgomery, Prince George's, Howard, and Baltimore City. Textbook: *ServSafe Essentials 7th edition*, with exam sheet, is available at Campus Bookstores and required at first class. TWA

**Course: HOS013 16 Hours**

\$85 + \$110 fee = \$195; NMR add \$120

### Rockville Campus

CRN#: 34335 4 Sessions S  
1/25-2/15 9 a.m.-1 p.m.



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For more information please visit:  
[www.montgomerycollege.edu/wdce](http://www.montgomerycollege.edu/wdce)

## Food Service Recertification

This ServSafe updates certified food managers and prepares you to take the exam for recertification; this exam must be taken every three years in Montgomery County. Students registering for this exam **must have already completed the approved 16 hour Food Service Certification course and have a renewable/unexpired Montgomery County Food Service manager's ID card.** A minimum score of 75% is required for passing. An exam answer sheet is required and can be purchased at Campus Bookstores. TWA

**Course: HOS049 8 Hours**

\$30 + \$70 fee = \$100; NMR add \$120

### Westfield South

CRN#: 34344 2 Sessions S  
4/11-4/18 8:30 a.m.-12:30 p.m.

## Hospitality: Food Safety and Event Management Contacts

**Liz Sepulveda, Interim Program Director**

240-567-3823

[institutohispano@montgomerycollege.edu](mailto:institutohispano@montgomerycollege.edu)

**Chenequa Holland, Program Coordinator**

240-567-2592

[Chenequa.Holland@montgomerycollege.edu](mailto:Chenequa.Holland@montgomerycollege.edu)

[www.montgomerycollege.edu/wdce/](http://www.montgomerycollege.edu/wdce/)

240-567-5188

### ROOM NUMBERS

Room numbers will be printed on your registration receipt for classes held on our campuses. Please be sure to keep the receipt for your records.

M=Monday T=Tuesday W=Wednesday R=Thursday  
F=Friday S=Saturday U=Sunday