

Event Planning Certificate (EPC)

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The Event Planning Certificate prepares individuals with the skills necessary to successfully create and manage events through understanding of key factors in customer service, food service cost control management, and the modern event planning process. The certificate also provides understanding of basic financial and accounting terminology needed to plan an event budget.

For more information, please contact the Business Technologies Division at (513) 569-1620.

To apply for this program at Cincinnati State, visit the Admissions (<http://www.cincinnati.state.edu/academics/admission/>) section of the College website.

Event Planning Certificate (EPC)

Semester 1		Lec	Lab	Credits
HRM 100	Hospitality Careers	1	0	1
HRM 115	Rooms Division Management	4	0	4
Semester 2				
HRM 110	Food and Beverage Cost Control	3	0	3
HRM 135	Event, Meeting, and Convention Management	4	0	4
Total Credits:		12	0	12

Courses

HRM 100 Hospitality Careers

1 Credit. 1 Lecture Hour. 0 Lab Hour.

An introduction to the hospitality industry including history, structure, trends, and career opportunities. This course is offered through online instruction only.

Prerequisites: None

HRM 110 Food and Beverage Cost Control

3 Credits. 3 Lecture Hours. 0 Lab Hour.

A course on cost control systems for food service. Topics include: food, beverage, and labor cost control; sales control; and profit and loss analysis.

Prerequisites: MAT 105A (minimum grade C) or appropriate Math placement, and Placement into ENG 101A

HRM 115 Rooms Division Management

4 Credits. 4 Lecture Hours. 0 Lab Hour.

A course on rooms division management and operations. Topics include: operating procedures for performing the hotel audit, registration and reservations, hotel rates, posting charges and credits, housekeeping and sanitation, and security.

Prerequisites: None

HRM 130 Food and Beverage Division Management

4 Credits. 4 Lecture Hours. 0 Lab Hour.

A course on concepts and techniques for food and beverage management and operations. Topics include: leadership and supervision, operating procedures, and internal and external marketing of food and beverage services.

Prerequisites: HRM 100

HRM 135 Event, Meeting, and Convention Management

4 Credits. 4 Lecture Hours. 0 Lab Hour.

A course on concepts and techniques for effective management of special events. Topics include: event planning, sales processes within catering operations, and negotiating sales and catering contracts.

Prerequisites: HRM 115

HRM 191 Part-Time Cooperative Education 1: Hospitality Management

1 Credit. 1 Lecture Hour. 20 Lab Hours.

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory. Prerequisites: BUS 190 (minimum grade C) and co-op coordinator consent

Instructor Consent Required

HRM 192 Part-Time Cooperative Education 2: Hospitality Management

1 Credit. 1 Lecture Hour. 20 Lab Hours.

Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: HRM 191

HRM 193 Part-Time Cooperative Education 3: Hospitality Management

1 Credit. 1 Lecture Hour. 20 Lab Hours.

Students seeking an associate's degree participate in their third part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: HRM 192

HRM 194 Part-Time Cooperative Education 4: Hospitality Management

1 Credit. 1 Lecture Hour. 20 Lab Hours.

Students seeking an associate's degree participate in their fourth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: HRM 193

HRM 195 Part-Time Cooperative Education 5: Hospitality Management

1 Credit. 1 Lecture Hour. 20 Lab Hours.

Students seeking an associate's degree participate in their fifth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: HRM 194

HRM 196 Part-Time Cooperative Education 6: Hospitality Management

1 Credit. 1 Lecture Hour. 20 Lab Hours.

Students seeking an associate's degree participate in their sixth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: HRM 195

HRM 197 Part-Time Career Education Project: Hospitality Management

1 Credit. 1 Lecture Hour. 20 Lab Hours.

Students seeking an associate's degree complete individual study or a special project related to their major field and pertaining to their career goals. Working with an assigned faculty mentor, students define the project goals, carry out project tasks, and evaluate the results. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 190 and coordinator consent

Instructor Consent Required

HRM 291 Full-Time Cooperative Education 1: Hospitality Management

2 Credits. 1 Lecture Hour. 40 Lab Hours.

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 190 (minimum grade C) and co-op coordinator consent

HRM 292 Full-Time Cooperative Education 2: Hospitality Management

2 Credits. 1 Lecture Hour. 40 Lab Hours.

Students seeking an associate's degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit.

Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: HRM 291

HRM 293 Full-Time Cooperative Education 3: Hospitality Management

2 Credits. 1 Lecture Hour. 40 Lab Hours.

Students seeking an associate's degree participate in their third full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit.

Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: HRM 292

HRM 297 Full-Time Career Education Project: Hospitality Management

2 Credits. 1 Lecture Hour. 40 Lab Hours.

Students seeking an associate's degree complete individual study or a special project related to their major field and pertaining to their career goals. Working with an assigned faculty mentor, students define the project goals, carry out project tasks, and evaluate the results. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 190 and coordinator consent

Instructor Consent Required