

**MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM
EVENT PLANNING AND CATERING
COURSE OUTLINE**

1. Course Title:
Event Planning and Catering
2. CTE Career Sector and Pathway:
Hospitality, Tourism, and Recreation Sector (HOS); Food Service and Hospitality (201)
3. CALPADS Number:
8021
4. CBEDS Number:
4420
5. Job Titles/DOT Codes:

Meeting and Convention Planners	13-1121.00
Combined Food Preparation and Serving Workers	35-3021.00
Food Service Managers	11-9051.00
First Line Supervisors/Managers and Workers of Food Preparation	35-1012.00
Food Preparation Workers	35-2021.00

6. Course Description:

This competency-based course is geared toward accreditations set by the California Restaurant Association and American Culinary Federation to prepare students for entry-level employment in event planning and/or meeting management. Students will be introduced to the principles and practices of sound public relations, planning and organizing events, meetings, conferences and conventions. Integrated throughout the course are career preparation standards which include basic academic, communication, interpersonal, problem-solving, critical thinking, and decision-making skills, workplace safety, technology, and employment literacy.

7. Hours:

American High School	John F. Kennedy High School
Class = 90	Class = 67.5
CC/CVE = 90	CC/CVE = 67.5
Total Hours = 180	Total Hours = 135

8. Prerequisites: Successful completion of Culinary Arts 1 and Culinary Arts 2

9. Date Updated:

Date Approved by Advisory:

July 2023

Abbreviations:

CC = Community Classroom

(unpaid, on-the-job, training experience at business sites)

CVE = Cooperative Vocational Education

(paid, on-the-job, training experience at business sites)

Course Outline:

Upon successful completion of this course, students will be able to demonstrate the following skills necessary for entry-level employment.

Unit	Content Area Skills
1	<p><u>Workplace Basic Skills & Behaviors</u> (Necessary skills for any occupation – MVROP SLO #1) Learner Outcomes:</p> <ul style="list-style-type: none">A. Apply skills learned in classB. Analyze information and make decisionsC. Communicate verbally and in writingD. Work independently and as a team member in a diverse workplaceE. Work reliably, responsibly, and ethicallyF. Problem solving, critical thinking, and decision-making skillsG. Responsibility and flexibilityH. Understand the qualities and behaviors that constitute a positive and professional work demeanor
Integrated throughout the course	<p><u>Job Employment Skills</u> (Occupational competencies – MVROP SLO #3) Learner Outcomes:</p> <ul style="list-style-type: none">A. Develop a plan to achieve career goals.B. Use effective job search strategies.C. Demonstrate an awareness of the importance of lifelong learning.
2	<p><u>Food and Kitchen Safety</u> (Occupational competencies – MVROP SLO #2) Learner Outcomes</p> <ul style="list-style-type: none">A. Recognize foodborne illnessB. Detect cross contaminationC. Identify the food danger zoneD. Examine hazard analysis critical control points (HACCP)E. Demonstrate food serving safetyF. Perform cleaning and sanitizingG. Know how to keep pests outH. Recognize health and hygieneI. Define fire safety

	<p>J. Demonstrate dress for safety</p> <p>K. Indicate regulations, inspections, and certifications (OSHA)</p>
3	<p><u>Ethics and Legal Responsibilities</u></p> <p>Learner Outcomes:</p> <ul style="list-style-type: none"> A. Know the major local, district, state, and federal regulatory agencies and entities that affect the industry and how they enforce laws and regulations B. Understand the concept and application of ethical and legal behavior consistent with workplace standards <ul style="list-style-type: none"> a. Contact a business and obtain a copy of their rules for employment b. Role play different ethical scenarios C. Understand the role of personal integrity and ethical behavior in the workplace
4	<p><u>Planning an Event or Meeting</u></p> <p>Learner Outcomes:</p> <ul style="list-style-type: none"> A. Consult with customers to determine objectives and requirements for events such as meetings, conferences, and conventions.
5	<p><u>Preliminary Planning</u></p> <p>Learner Outcomes:</p> <ul style="list-style-type: none"> A. Develop and plan menus, budgets, agendas, programs, and all services per customer requirements B. Promotion, marketing, and advertising <ul style="list-style-type: none"> a. Acquire reliable information and data for and about event planning via the Internet C. Locate site selection that meets the requirements of customer D. Make arrangements for delivery of displays, equipment, and event needs <p>Identify why teamwork & leadership are beneficial in health care.</p>
6	<p><u>Negotiations</u></p> <p>Learner Outcomes:</p> <ul style="list-style-type: none"> A. Demonstrate effective interpersonal communication skills B. Communicate clearly, coherently, and convincingly, both orally and in writing
7	<p><u>The Main Event</u></p> <p>Learner Outcomes:</p> <ul style="list-style-type: none"> A. Monitor event activities to ensure compliance and maintain satisfaction of participants, and resolution of any problems that arise B. Coordinate details with staff members at site or event C. Monitor budgets and review event bills for accuracy and payment approval. D. Evaluation
8	<p><u>Special Topics</u></p> <p>Learner Outcomes:</p> <ul style="list-style-type: none"> A. Alternative event/meeting environments B. Convention Centers C. Exposition management D. Small-meeting management

	E. International meetings and expositions F. Technology in the meeting industry G. Professional resources H. Green businesses and practices
9	<u>Externship</u>

Additional Items:

- a. Articulation Agreement(s):** This course is not articulated with a community college.
- b. UC/CSU A-G Status:** This course is not approved as a UC/CSU course.
- c. Instructional Strategies:** Lecture, Group Discussion, Projects Oral Questioning, Multimedia

This course uses the text, student workbook and the final exam from Gisslen, W, *Professional Baking* (third edition). Students are encouraged to search out other materials related to the subjects being discussed in class including books, television programming, videos, professional organizations, and other culinary professionals. Each lesson will consist of student objectives, reading assignments, chapter exercises, and labs.

d. Instructional Materials:

- Hands-on Practice ● Demonstration ● Team Learning ● Labs ● Simulations

e. Course Competencies for MVROP Certificate:

Career Preparation Standards

- Apply skills learned in class
- Analyze information and make decisions
- Communicate verbally and in writing
- Work independently and as a team member in a diverse workplace
- Work reliably, responsibly, and ethically
- Problem solving, critical thinking, and decision-making skills
- Responsibility and flexibility
- Understand the qualities and behaviors that constitute a positive and professional work demeanor

Career Technical Skills

- Recognize foodborne illness
- Detect cross contamination
- Identify the food danger zone
- Examine hazard analysis critical control points (HACCP)
- Demonstrate food serving safety
- Perform cleaning and sanitizing
- Know how to keep pests out

- Recognize health and hygiene
- Define fire safety
- Demonstrate dress for safety
- Indicate regulations, inspections, and certifications (OSHA)
- Discuss drugs and alcohol in the workplace