

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

**1. Course Title:**

Event Planning and Catering

**2. CBEDS Title:**

Food and Hospitality Services

**3. CBEDS Number:**

4420

**4. 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 Workers  
of Food Preparation and Serving 35-1012.00  
Food Preparation Workers 35-2021.00

**5. 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.

**6. 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**

**7. Prerequisites:** Successful completion of Culinary Arts 1 and Culinary Arts 2.

**8. Date of Creation:**

August 25, 2011

**Date Updated and Approved:**

November 10, 2020

**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)

**9. Course Outline: *Career Preparation Standards* Necessary skills for any occupation (MVROP ESLR #1)**

**Class (AHS/JFKHS)**

**CC/CVE (AHS/ JFKHS)**

**I. Workplace Basic Skills and Behaviors** Integrated throughout course

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

***Career Technical Skills***

Occupational competencies (MVROP ESLR #2)

**II. Food and Kitchen Safety 10/7.5 10/7.5**

- A. Recognize foodborne illness
- B. Detect cross contamination
- C. Identify the food danger zone
- D. Examine hazard analysis critical control points (HACCP)
- E. Demonstrate food serving safety
- F. Perform cleaning and sanitizing
- G. Know how to keep pests out
- H. Recognize health and hygiene
- I. Define fire safety
- J. Demonstrate dress for safety
- K. Indicate regulations, inspections, and certifications (OSHA)

**III. Ethics and Legal Responsibilities 10/7.5 10/7.5**

- 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
  - 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

**IV. Planning an Event or Meeting 15/11.2 5**

- A. Consult with customers to determine objectives and requirements for events such as meetings, conferences, and conventions.

**V. Preliminary Planning 15/11.2 5**

- A. Develop and plan menus, budgets, agendas, programs, and all services per customer requirements
  - B. Promotion, marketing, and advertising
    - 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
- 15/11.25 15/11.25**

**VI. Negotiations 10/7.5 10/7.5**

- A. Demonstrate effective interpersonal communication skills
- B. Communicate clearly, coherently, and convincingly, both orally and in writing

**VII. The Main Event 15/11.2 5**

- 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

**VIII. Special Topics 15/11.2 5**

- 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

***Career Path Strategies***

Strategic planning for a career (*MVROP ESLR #3*)

**IX. Job Employment Skills** Integrated throughout course

- A. Develop a plan to achieve career goals.
- B. Use effective job search strategies.
- C. Demonstrate an awareness of the importance of lifelong learning.

**Class CVE/CE Hours 90/67.5 90/67.5**

**Total Hours 180/135**

**10. 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