**Events & Conventions Management Diploma**

**Student Program Plan 2015-2016**

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**Student Information**

Name: ID#:

Tel:

Email:

**Admission Information**

❑ High School ❑ Canadian student ❑ Transfer: ❑ International student

Initial Assessment by: Date:

**Notes**

**Date of Graduation**



**IMPORTANT NOTES**

* *This file is an important document designed to assist you in your academic planning and tracking.*
* *As programs change over time, this version is what you need to complete for graduation.*
* *When meeting with advisors, this form will be a requested document. Please keep it updated.*

**GETTING STARTED**

If you have little experience with computers, take a few of our introductory computer courses (COMP 1010-1080) to familiarizes yourself with Microsoft application software as there is no computing course designated in the Tourism Management diplomas.

**CURRICULUM & REGISTRATION**

The Resort & Hotel, Events & Conventions, and Sport Event Management Diplomas are available for fall semester intakes. Students are not encouraged to apply for a winter start as course availabilities and prerequisites will not transition well, most often resulting in course conflicts and an additional semester of study.

This document shares the courses required in your diploma and includes a suggested sequence of study to assist your course planning and registration processes. By taking the courses in the order recommended, you will naturally meet all course prerequisites. If you are studying part-time, or starting in a semester other than fall, this sequence will not apply to you, so you will need to carefully consider prerequisites when course planning.

Keep in mind that it is your responsibility to check over your course registration to ensure that you are meeting your program requirements and to make changes where necessary. Do your best in every class that you have to complete the diploma in a two year time frame!

**ADVANCE CREDITS & EXEMPTIONS**

* Should you meet the requirements to receive an exemption from MATH 1100, you will be required to make up the 3 credit with an elective of your choice.
* Transfer credits can be granted on course work from other institutions up to a maximum of 30 credits. To initiate a transfer credit assessment, contact the Admissions department.
* Prior Learning Assessment is a process that assesses knowledge and skills to grant credit for non-academic learning that has taken place. <http://www.tru.ca/prior_learning.html>

**GENERAL**

All students have the option to pursue Global Competency and/or the Leadership in Environmental Sustainability Certificates. Either program allows students to earn formal recognition for either their intercultural and international experiences, or for their knowledge, skills, values, and attitudes that contribute to environmental sustainability. Global Competency: <http://www.tru.ca/global.html> Environmental Sustainability: <http://www.tru.ca/ctl/supporting_students/Leadership_in_Environmental_Sustainability.html>.

The Student Leadership Program is a non-credit certificate program offered free to any student who would like to develop and reach their leadership potential: <http://www.tru.ca/studentservices/truleaders.html>

You are able to ladder your completed diploma into the Bachelor of Tourism Management. To do this, you must apply to the BTM. You will receive credit for all your diploma level courses, beginning the BTM with third year standing and may complete the BTM in as little as two additional years of study.

Academic advising is available to assist you in making informed decisions that will enhance your educational experience. Advising is mandatory for 3rd and 4th year Canadian students and all International students for course planning/approvals (not to be confused with registration). To learn about timetables & registration, tutorials are available at the following site: <http://www.tru.ca/advising/onlinehelp.html>. The podcasts are also very informative.

EVENTS AND CONVENTIONS MANAGEMENT DIPLOMA

Student Program Plan 2015-2016

CGPA (Cumulative Grade Point Average) = 2.0 or greater for graduation.

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| **YEAR ONE** |
| **Fall Semester 2015** |
| **Course**  | **Course Title** |  |
| CMNS 1810 | Business, Professional and Academic Composition |  |
| EVNT 1100 | The World of Events  |  |
| MATH 1100 | Finite Math with Applications  |  |
| TMGT 1110 | Introduction to Tourism |  |
| TMGT 1160 | Organizational Leadership in Tourism |  |
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| **Winter Semester 2016** |
| ACCT 1000 | Financial Accounting |  |
| HMGT 1110\* | Catering & Service Management |  |
| JOUR 2060\* | Introduction to Multimedia |  |
| TMGT 1140 | Human Resources Management  |  |
| TMGT 1150 | Marketing & Customer Service |  |

**OTHER NOTES:**

* Before graduating and in order to receive the Events and Conventions Management Diploma, students must complete & document 500 hours of relevant work experience in the tourism industry. Submit reference letters to your Program Coordinator.

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| **YEAR TWO** |
| **Fall Semester 2016**  |
| **Course**  | **Course Title** |  |
| ECON 1220 | Intro to Basic Economics |  |
| EVNT 2100\* |  Conference Management |  |
| EVNT 2260\* | Managing Festivals & Events |  |
| TMGT 2010\* | Financial Operations Control in Tourism |  |
| TMGT 2250\* | Hospitality Law |  |

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| **Winter Semester 2017** |
| EVNT 2070\* | Staging Special Events |  |
| EVNT 2170\* | Fundraising for Non-Profit Organizations |  |
| EVNT 2500\* | Field Experience (approx. $625 activity fee) |  |
| HMGT 2120\* | Hotel Sales & Service |  |
| TMGT 2590\* | Entrepreneurship |  |

**\*Courses with designated prerequisites (outside of program admission requirements)**

* HMGT 1110 requires Serving It Right & FoodSafe (see <https://www.go2hr.ca/training>)
* JOUR 2060 requires CMNS 1810
* EVNT 2100 requires EVNT 1100
* EVNT 2260 requires EVNT 1100
* TMGT 2010 requires ACCT 1000
* TMGT 2250 requires second year standing
* EVNT 2070 requires EVNT 2240 or 2260
* EVNT 2170 requires TMGT 1150
* EVNT 2500 requires second year standing
* HMGT 2120 requires TMGT 1150
* TMGT 2590 requires TMGT 2010