EVENT PLANNING, SHORT-TERM CERTIFICATE

The Event Planning Certificate program is intended for students interested in the theories and practical aspects of event and meeting management, including research, design, planning, coordination, execution, and evaluation of events and meetings of various types and sizes. Graduates will fill roles of: catering assistants, meeting planners, event assistants, event planners, promotions managers, and small business owners.

Program contact: Learn more

This certificate will be automatically awarded when the certificate requirements are completed. If you do not want to receive the certificate, please notify the Office of the Registrar at RegistrarOffice@tri-c.edu.

Learn more about how certificate credits apply to the related degree and about related training programs.

Program Learning Outcomes

This program is designed to prepare students to demonstrate the following learning outcomes:

1. Identify key players (i.e. vendors, clients, hotels, caterers, sponsors, etc.) build and sustain appropriate relations to work effectively to plan and execute events.
2. Demonstrate professional and ethical conduct and work practices to comply with appropriate industry standards and applicable laws.
3. Communicate clearly and effectively verbally and in writing using appropriate media and cultural sensitivity with prospects, clients, colleagues, sponsors, vendors, media and other stakeholders.
4. Determine and use appropriate information sources and technology to research, plan, communicate, market, execute and evaluate an event.
5. Plan, coordinate, and execute within time and budget parameters, the event theme, program, logistics, resources, and marketing, while minimizing risk and meeting or exceeding client expectations.

Suggested Semester Sequence

First Semester		Credit Hours
HOSP-1010	Introduction to the Hospitality Industry	2
HOSP-1040	Customer Service	2
HOSP-1180	Event Planning Essentials	2
xxxx	Elective Requirements [1]	2-4
Select one of the following:		3
ENG-1010	College Composition I	
ENG-101H	Honors College Composition I	
Select one of the following:		3
IT-1090	Computer Applications	
IT-109H	Honors Computer Applications	
	Credit Hours	14-16
Second Semester		
HOSP-2180	Event Planning Workshop	2
HOSP-2380	Hospitality Marketing and Sales	3
HOSP-2400	Hospitality Management and Supervision	3
COMM-1000	Fundamentals of Interpersonal Communication	3
xxxx	Elective Requirements [1]	2
	Credit Hours	13
	Total Credit Hours	27-29

[1] Must complete two courses to meet elective requirements.

Electives

(Select two courses from the following)

Code	Title	Credit Hours
ACCT-1020	Applied Accounting	3
BADM-1301	Small Business Management	3
BT-2040	Emerging Workplace Technology	3
COMM-1010	Fundamentals of Speech Communication	3
HOSP-1020	Sanitation and Safety	2
HOSP-1580	Front Office Operations	2
HOSP-2480	Hospitality Law	3
HOSP-2330	Menus and Facilities Planning & Design	3
HOSP-2580	Convention Management and Meeting Planning	2