

# Event and Meeting Management CERTIFICATE

## Program Overview

The Event and Meeting Management curriculum focuses on the management of special events planning, organizing activities and timelines, operational effectiveness and customer satisfaction. Students will receive a solid foundation of business practices related to this growing service industry.

This certificate is intended for those seeking to expand their career paths with the skills necessary to plan unique and effective events and meetings.

## Career Opportunities

According to the Minnesota Department of Revenue and the Minnesota Department of Employment and Economic Development, there are 245,000 full and part-time jobs, and 4.3 billion dollars in wages in the Leisure and Hospitality sector.

There are a wide variety of employment opportunities including hotel/ lodging operations, restaurant and catering management, travel and tourism, sports, recreation and facilities management, gaming and casino operations, meeting, convention and special event management.

According to the U.S. Bureau of Labor Statistics, the occupational outlook for meeting, convention and event planners is projected to grow 11% from 2016 – 2026.

## Program Outcomes

1. Design an event plan utilizing event and planning tools such as checklists, banquet event orders, event software and production schedule.
2. Organize project needs regarding scope, resources, cost, schedules, procurement and risks.
3. Create and manage an event plan meeting the event's objectives and providing a positive experience for attendees and other stakeholders.

## Program Faculty

Craig Maus  
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 651.846.1531

### Part-time/Full-time Options

This program can be completed by using a combination of day, evening, and online courses. Part-time and full-time options are available.

## Program Requirements

Check off when completed

Course	Cr
<input type="checkbox"/> BUSN 1475 Project Management 1 . . . . .	3
<input type="checkbox"/> BUSN 2110 Principles of Marketing . . . . .	3
<input type="checkbox"/> BUSN 2450 Management Fundamentals . . . . .	3
<input type="checkbox"/> BUSN 2455 Essentials of Entrepreneurship & Small Business Management . . . . .	3
<input type="checkbox"/> HSPM 1410 Introduction to Hospitality Management . . . . .	3
<input type="checkbox"/> HSPM 1440 Event Management and Planning . . . . .	3
<b>Total Program Credits . . . . .</b>	<b>18</b>

## Program Start Dates

Fall, Spring

**The following courses are not offered every semester.**

### Fall Semester Only

*The following courses are offered fall semester only.*

HSPM 1410 Introduction to Hospitality Management

### Spring Semester Only

*The following courses are offered spring semester only.*

HSPM 1440 Event Management and Planning

**All other courses are offered both fall and spring semester.**

## Course Sequence

The following sequence is recommended; however, this sequence is not required. Contact Program Faculty with questions.

### First Semester

BUSN 1475 Project Management 1 . . . . .	3
BUSN 2455 Essentials of Entrepreneurship & Small Business Management (fall only). . . . .	3
HSPM 1410 Introduction to Hospitality Management (fall only). . . . .	3
<b>Total Semester Credits. . . . .</b>	<b>9</b>

### Second Semester

BUSN 2110 Principles of Marketing . . . . .	3
BUSN 2450 Management Fundamentals . . . . .	3
HSPM 1440 Event Management and Planning (spring only) . . . . .	3
<b>Total Semester Credits. . . . .</b>	<b>9</b>

**Total Program Credits . . . . . 18**

*Information is subject to change.  
 This Program Requirements Guide is not a contract.*

**Minimum Program Entry Requirements**  
 Students entering this program must meet the following minimum program entry requirements:  
**Reading:** Score of 225+  
**Writing:** Score of 225+  
**Arithmetic:** Score of 225+  
*Degree option may have a greater requirement than this certificate.*  
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