

# CERTIFICATION TO ENHANCE YOUR SKILLS.

## EVENT PLANNING CERTIFICATE

The short-term certificate in Event Planning covers essential skills required for entry-level employment in the Meeting, Convention and Event Planning industry. Students will explore a wide range of event types from corporate, community and celebratory events. The certificate covers topics such as catering, planning and site selection, contracts, marketing, and budgeting. Completion of the certificate provides an opportunity for students to gain industry experience while completing their education.

Certificate includes ServSafe Food Manager and ServSafe Alcohol Designations. Earning passing scores result in industry-recognized certificates. With additional work experience, students are eligible for the Certified Special Events Professional under Pathway III.

### PROGRAM THE CERTIFICATE IS PART OF

The credits earned in the Event Planning Certificate may be applied toward the Hospitality Management Program, AAB (Owens Code: HOSP).

### JOB OPPORTUNITIES

This certificate leads to jobs as:

- Event Coordinator
- Wedding and Event Host
- Catering and Sales Coordinator
- Meeting Coordinator
- Group Event Liaison

### SALARY

Salary varies with experience. Entry-level positions in Northwest Ohio earn approximately \$23,430 ([www.onetonline.org/link/localwages/13-1121.00?zip=43606&p=annual](http://www.onetonline.org/link/localwages/13-1121.00?zip=43606&p=annual))

### ACCREDITATION

The Event Planning Certificate is part of the Hospitality Management Program, accredited by the Accreditation Council for Business Schools and Programs (ACBSP)



### LOCATION

Toledo-area Campus

### REQUIRED COURSES: 31 CREDITS

All students enrolled in the certificate must earn a "C" or better in each Food, Nutrition & Hospitality (FNH) course and maintain a 2.0 grade point average.

Students who currently hold the ServSafe certificate should see their Advisor or the Department Chair as some coursework may be waived.

### 1ST SEMESTER

FNH 101	Intro to Hospitality & Culinary Arts	Credits: 3 (Lec: 3)
FNH 112	Fundamental of Food Production	Credits: 3 (Lec: 2 Lab: 4)
FNH 135	ServSafe	Credits: 2 (Lec: 2)
FNH 220	Beer, Wine and Spirits	Credits: 3 (Lec: 2 Lab: 3)
IST 131	Computer Concepts and Applications	Credits: 3 (Lec: 3)

### 2ND SEMESTER

ACC 101	Introductory Financial Accounting	Credits: 3 (Lec: 3)
FNH 210	Hospitality Marketing & Sales	Credits: 3 (Lec: 3)
FNH 213	Hospitality & Facilities Design	Credits: 3 (Lec: 3)
FNH 240	Convention, Meeting & Event Mgmt	Credits: 3 (Lec: 3)
FNH 241	Catering & Banquet Operations	Credits: 3 (Lec: 2 Lab: 4)

### 3RD SEMESTER

FNH 293	Internship for Culinary & Hosp Prof	Credits: 2(Lec: 1 Other: 10)
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### Office of Admissions

Toledo-area Campus - (567) 661-7777  
Findlay-area Campus - (567) 429-3509

### School of Business, Hospitality Management and Public Safety

(567) 661-7280  
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