

# Event/Conference Management

## Degree Type

Certificate

NHTI's Event and Conference Management certificate program gives you an understanding of the hospitality industry and instructs you how to plan and organize conferences and events. You'll gain skills in meeting software, web applications, and social media. Courses transfer into NHTI's Associate in Science in Hospitality and Tourism Management. This program is financial aid-eligible and **can be completed entirely online!**

**Do you have questions?** Contact Aaron Conn, department chair, at [aconn@ccsnh.edu](mailto:aconn@ccsnh.edu) or 603-271-6484 x4143.

## Career Information

Students in this program acquire the skills needed to work at a hotel, conference center, sports arena, or corporate organization as their program or events coordinator.

## Admission Requirements

Apply for this program today on our [Admissions page](#) with step-by-step instructions and enrollment pathways build just for you!

## Curriculum

Students are expected to possess a working knowledge of software applications including word processing, spreadsheets, and presentation software, or to have successfully completed NHTI's IST 102C (PC Applications) or comparable course. Students must maintain Internet access, including a professional working email address, throughout their participation in this program.

Item #	Title	Lecture Hours	Lab Hours	Credits
BUS170C	Principles of Marketing	3	0	3
BUS225C	Business Law I	3	0	3
DCOM105C	Digital Communications	3	0	3
HSTM101C	Introduction to the Hospitality and Tourism Industry	3	0	3
HSTM205C	Quality Service Management	3	0	3
HSTM245C	Event, Meeting, and Convention Planning	3	0	3
HSTM269C	Food and Beverage Management	3	0	3
<b>Subtotal Credits</b>		<b>21</b>	<b>0</b>	<b>21</b>
<b>Total Credits</b>				<b>21</b>

## Additional Information

### Health, Character, and Technical Standards

Technical standards provide guidance as to skills and abilities required to function successfully in this program and profession. Students must demonstrate:

- The ability to act in a professional manner on field trips or at internship locations
- Sufficient vision, hearing, and verbal abilities to express, interpret, and exchange information and ideas
- The ability to work with frequent interruptions, respond appropriately to unexpected situations, and cope with variations in workload and stress levels

Although not a technical standard for entry, some positions require the physical ability to stand for long periods and lift up to 70 pounds.