

# Event Management

## Event Management Specialist Program

Qualified Federal Financial Aid Program

Course	Title	Credits
ACC 139	Budget Management	1
BTE 166	Business Editing Skills	3
BUS 287	Cooperative Education	1
CIS 131	Word Processing I: (Word)	1
CIS 140	Microsoft Outlook	1
CIS 151	PC Spreadsheets I: (Excel)	1
CIS 167	Desktop Publishing	3
CIS 161	Presentation Graphics I: (PowerPoint)	1
CIS 185	Outlook Lab	1
CIS 250	Troubleshooting Technology	1
COM 101	Employment Strategies	1
COM 262	Communicating with Impossible People	1
ENG 113	Business English	3
MAN 104	Managing Workplace Stress	1
MAN 117	Time Management	1
MAN 156	Problem Solving & Decision Making in a Business	3
MAN 205	Event Planning	3
MAN 212	Negotiation and Conflict Resolution	3
MAN 223	Event Management	5
MAN 278	Seminar-First Time Supervisor	1
MAR 160	Customer Service	3
<b>Total Program Credits</b>		<b>39</b>

**Estimated Program Cost \$3,631.00**

Additional material and book fees may apply. Please see advisor for exact costs.

**Estimated Completion Time 9 months**

### Event Management Skills

ACC 139	Budget Management	1
CIS 167	Desktop Publishing	3
CIS 250	Troubleshooting Technology	1
MAN 104	Managing Workplace Stress	1
MAN 117	Time Management	1
MAN 156	Problem Solving & Decision Making in a Business	3
MAN 205	Event Planning	3
MAN 212	Negotiation and Conflict Resolution	3
MAN 223	Event Management	5
MAR 160	Customer Service	3
<b>Total Program Credits</b>		<b>24</b>

**Estimated Program Cost \$2,241.00**

Additional material and book fees may apply. Please see advisor for exact costs.

**Estimated Completion Time 5 months**

**Online Wedding Planner 9-week 40-hour class \$850.00**

Start any time within a semester



- Learn the business behind the party
- Build a career in the dynamic world of special events
- Capitalize on your organizational and creative skills
- This comprehensive Event Management Program has been designed to answer the requirements of Denver's top event-related professionals and employers
- The events industry is projected to grow 20% faster than average over the next ten years



• Opportunities For All Who Wish To Learn •

## Register Today!

By Telephone  
In Person

720-423-4702

2nd Floor Registration Desk  
1250 Welton St., Denver

Online

EmilyGriffith.edu

# Event Management Job Information

## **PROGRAM DESCRIPTION**

The Event Management Specialist certificate program will build the foundation that will prepare you to enter the vast and emerging event industry. It will include essential event management skills and core business competencies.

Prepare yourself with the business base designed to answer the requirements of Denver's top event-related professionals and employers.

The event industry includes: business and corporate events, cause related and fundraising events, entertainment, leisure & travel, marketing, sporting, government, civic, and social/life cycle, festivals, meetings, conventions, and more.

## **RELATED JOB TITLES**

Event Manager  
Event Coordinator  
Event Planner  
Event Designer  
Event Producer  
Catering Sales Manager  
Catering & Events Administrator  
Communication & Event Coordinator  
Executive Assistant  
Administrative Assistant  
Public Relations Coordinator  
Group Sales/Corporate Events  
Tradeshow & Event Manager

## **Estimated Salaries**

(Based on Colorado Dept. of Labor Occupational Outlook Handbook)

<b><u>Job Titles</u></b>	<b><u>Hourly Pay</u></b>	<b><u>Annual Salary</u></b>
<i>Event Management Specialist</i>		
Entry Level	\$14.42	\$30,000
Experienced	\$33.65	\$70,000

## **POTENTIAL EMPLOYERS**

Event and concert production companies  
Ticketing and promotion firms  
Hotel, travel & hospitality companies  
Advertising agencies  
Festivals  
Public relations firms  
Corporations  
News media  
Integrated marketing & communication companies  
Event management consultants  
Extreme/sporting events  
Branding & promotion agencies

## **ADVISING**

Contact Chris Millius at [Chris\\_Millius@dpsk12.org](mailto:Chris_Millius@dpsk12.org) or call Lydia Melvin at 720-423-4712 for an appointment.

## **FINANCIAL AID**

Available through the Financial Aid Office.  
Call 720-423-4744 for information regarding the types of aid available for this course/program.