



**EVENING | 4 SEMESTERS**  
810 hours

**AEC | ONLINE**  
**LCA.DO**

With an online training in Event Planning and Management (AEC), you will learn to design, plan and coordinate various events. From weddings to international conventions, charity events (fundraising) and festivals, you will finally be able to put your creativity, your management and organizational skills, your versatility and your ability to work within a team.

In the field of event planning, the team works together with a single common purpose: to ensure that the event is unique and successful!

The online Event Planning and Management (AEC) program is designed for event and communications enthusiasts. You enjoy dynamic field work? You don't like routine? You are a people person? You have organizational and leadership skills and can adapt well to flexible work schedules? This program is perfect for you!

The exciting world of event planning opens its doors to you!

## Training Objective

- Be able to design, plan and coordinate various events: from weddings to international conventions, including charity events (fund raising campaigns) and festivals.
- Leverage creativity, management, and organizational skills, versatility, and the ability to work with various stakeholders.
- Understand teamwork and working together for a common goal: offering unique and successful events.

## Career Prospects

- In-house event planner for companies, non-profits (foundations, associations), festival promotion, government entities, or for an events agency
- Freelance event planner
- Event promoter

## Target Audience

Event and communication enthusiasts that wish to work with others in the field, who are creative and have strong organizational and leadership skills, and that know how to adapt to irregular work hours.

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## Admission Criteria

Have a training deemed sufficient and meet the admission criteria set for college studies.

## Concentration Courses

### Semester 1

- Introduction to Event Planning (45 h)
- Cultures, Etiquette and Protocols (45 h)
- Event Logistics (60 h)
- Introduction to Event Production Software (45 h)

### Semester 2

- Resource Planning (60 h)
- Client-Supplier Communications (45 h)
- Service Contracts and Proposals (45 h)
- Presenting Project Plans (45 h)

### Semester 3

- Observational Project (45 h)
- Event Marketing (60 h)
- Professional Portfolio (45 h)
- Project Management (60 h)

### Semester 4

- Website Development (45 h)
- Event Coordination (60 h)
- Post-Event Activities (45 h)
- Human Resources (60 h)

\* The College reserves the right to substitute some courses.

## Methods of Instruction

Blended e-learning

- Distance learning combining self-study at your own pace (asynchronous) and guided sessions with a live tutor (synchronous)

## Diploma

This program leads to an Attestation of College Studies (AEC).

## Minimum Required Equipment

- Microsoft® Windows 10 Professional Operating System
- Intel® or AMD® 32 bit or 64 bit multi-core processor
- Minimum memory of 8GB RAM
- 1To hard drive
- Internet access
- Chrome Browser
- Minimum screen resolution:1920x1080 (recommended)
- Sound card
- Headphones and microphone

## Required Materials & Software

Software: Microsoft Office Suite, Adobe CC Suite and Freeware Openproject.