

MEETING AND EVENT PLANNER

Program Number: 31-106-10

Technical Diploma (1 year)

Campus: Beaver Dam, Fond du Lac, West Bend, Online

This program is eligible for financial aid (<http://www.morainepark.edu/financial-aid/>)

Moraine Park's Meeting and Event Planner technical diploma will help you to become skilled in planning, organizing, coordinating and executing events, both large and small.

About the Program

Professional events are a reflection of an organization's brand, which is why having a skilled professional to perfect the details is essential. Are you an organized person? A strong communicator? Do you love working with people? If so, the Meeting and Event Planner program at Moraine Park may be a perfect fit for you. This technical diploma program provides students with the skills and knowledge to succeed in entry-level meeting and event planner roles.

What You'll Learn

Students will gain experience in all aspects of the event management process, including setting goals and objectives, establishing themes, planning logistics, managing budgets, promotion and post-event evaluation. Graduates are skilled in project management and prepared to take the CAPM® exam through Project Management Institute (<http://www.pmi.org/certifications/types/certified-associate-capm/>), if they choose to do so. All program course credits can directly transfer to Moraine Park's Administrative Coordinator (<https://catalog.morainepark.edu/programs/administrative-coordinator/>) associate degree.

Transfer Opportunities

Earn credits at MPTC and transfer to a four-year college to earn your bachelor's degree.

Visit the Transfer Opportunities (<https://www.morainepark.edu/academics/transfer-information/transfer-to-a-four-year-college/>) page for more information on credit transfer agreements between Moraine Park and four-year colleges, both public and private.

Admission Process

Standard Admissions (<http://www.morainepark.edu/admissions/new-student/how-to-apply-for-admissions/>) steps details

Credit for Prior Learning

Earn college credit outside the classroom through Moraine Park's Credit for Prior Learning (CPL) opportunities. Credit opportunities are available for:

- Previous college coursework from prior institutions
- Military training and experience
- Passing of MPTC or national exams
- Skills or knowledge developed on the job or through other life experiences

Visit MPTC's Credit for Prior Learning (<https://www.morainepark.edu/academics/transfer-information/credit-for-prior-learning/>) page for more information.

Approximate Costs

- \$143.45 per credit (resident)
- \$215.18 per credit (out-of-state resident)
- Online students are not charged out-of-state fees.
- Please refer to Tuition & Fee Information (<https://catalog.morainepark.edu/admissions-registration/tuition-fee-information/>) for additional enrollment fee information.

Financial Aid

Financial Aid is provided to aid eligible associate degree and technical diploma programs with 28 credits or more. Processing can take 4-5 weeks after a student's completed Free Application for Federal Student Aid (FAFSA (<https://studentaid.gov/h/apply-for-aid/fafsa/>)) is received. Visit the Financial Aid (<https://www.morainepark.edu/pay-for-college/financial-aid/>) page to learn more.

Course Requirements

Course	Title	Credits
Semester 1		
101-138	Data Management, Analysis and Reporting	3
103-159	Computer Literacy - Microsoft Office	1
106-101	Customer Service Essentials	3
106-113	Business Publications	3
196-189	Team Building and Problem Solving	3
801-136	English Composition 1	3
890-101	College 101	2
Credits		18
Semester 2		
101-184	Principles of Accounting	3
106-111	Business Communications	3
106-135	Business Media Management	3
106-142	Business Meeting and Event Planning	3
196-188	Project Management	3
Credits		15
Total Credits		33

Program Outcomes

- Consult with customers to determine objectives and requirements for events, meetings, conferences, and conventions.
- Review and prepare event contracts and invoices for compliance, accuracy and, payment.
- Develop and maintain event budgets.
- Coordinate logistics, services, technology and staff for events.
- Arrange venue, lodging, and transportation for special events.
- Confer with staff at a chosen event site to coordinate details.
- Create materials for marketing, promotion, and publicity for events.

Pathways

- Administrative Coordinator Associate Degree (<https://catalog.morainepark.edu/programs/administrative-coordinator/>)

- Meeting and Event Planner Technical Diploma (p. 1)
- Virtual Assistant Technical Diploma (<https://catalog.morainepark.edu/programs/virtual-assistant/>)

Earn technical diplomas and an associate degree along this pathway. Start with some courses for entry-level employment, and continue with additional courses for higher wages and job advancement.

Career Opportunities

- Activity and Events Coordinator
- On Site Coordinator
- Special Events Coordinator
- Catering Coordinator
- Conference Coordinator
- Conference Planner
- Events Manager

Statewide Median Salary for Recent Graduates

\$33,716