

I. COURSE DESCRIPTION:

The OAD203 course is designed to provide students with the strategies and organizational skills needed to plan, organize, and administer conferences, meetings, and special events, including the preparation of related documentation. As part of the learning activities, students will organize, host, and participate in a minimum of one out-of-class event. Attendance and participation, both in class and at event planning meetings, are essential elements of this course. Students will also develop minute-taking techniques needed to prepare effective minutes.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. Apply organizational/project management techniques to organize meetings, conferences, and special events, including the preparation of related documentation.

Potential Elements of the Performance:

- Research requirements for meetings, conferences, and special events.
- Organize appropriate facilities, equipment, services, and supplies.
- Coordinate arrangements and office activities associated with advance publicity and registration for an event, including preparation of brochures, fliers, registration forms, etc.
- Prepare documentation to support and follow-up meetings, conferences, and special events, including letters of confirmation, thank-you letters, agendas, programs, name tags, budget summaries, etc.
- Display teamwork skills by attending and participating in all regularly scheduled classes, as well as those classes and meetings scheduled outside of class.

This module will constitute 85 percent of the course grade.

2. Apply minute-taking techniques to organize formal and informal meetings and prepare accurate minutes for a variety of meeting formats.

Potential Elements of the Performance:

- Identify types of organizational and operational meetings and describe reasons why organizations hold meetings.
- Outline the roles and duties of the chair, minute-taker and meeting participants.

- Prepare agendas and notices of meetings.
- Describe the role of the minute taker, before the meeting, at the meeting, and following the meeting.
- Identify situations that are enhanced when a meeting is run by parliamentary procedures.
- Outline key elements of parliamentary law.
- Explain what types of information must be recorded in minutes.
- Prepare minutes based on a formal meeting.
- Prepare minutes based on an informal meeting.

This module will constitute 20 percent of the final grade.

III. TOPICS:

1. Conference Planning Strategies/Organizing a Student Function
2. Minute-taking Techniques

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

1. Diskettes – 3 – 3 ½” high density, 1.44 mb diskettes – disk pockets
2. Manilla file folders – 8 ½” X 11” – (letterhead size only) and file labels.
3. The Gregg Reference Manual and Gage Dictionary

V. EVALUATION PROCESS/GRADING SYSTEM:**Minute-taking (Assignments):**

Students will be evaluated on their ability to prepare accurate “formal” minutes in an acceptable format. **(10%)**

Students will be evaluated on their ability to record and prepare accurate “informal” minutes in an acceptable format. **(10%)**

Conference Planning Techniques/Planning a Student Function:

Students will attend class meetings to plan and host a student function.

Participation/attendance (regular class hours and planning meetings held outside of class). **(25%)**

(*To develop teamwork skills, it is important that students attend all regularly scheduled classes, as well as any classes scheduled outside of the regular class time. Students will be allowed two missed classes before the 1 percent penalty per missed class will be enforced.)

Note: Any student not in attendance at the planned event will receive an automatic grade of 0 out of 25 for the participation/attendance component of the course.

Preparation of meeting documentation. **(55%)**

BONUS – A 5% bonus will be assigned to students who, over the course of the semester, have volunteered their time and skills to assist in the hosting of a local event. (To be eligible for the bonus, students must have volunteered their time for a minimum of 5 hours, and documentation (i.e. letter of support) will be required to support the bonus.)

Marking Deductions (as outlined in the Office Administration Detailed Grading Scheme):

- -5 points for each proofreading, spelling, or major format error.
- -2 points for all other types of errors (alignment problems, minor format errors, run-on sentences, pronoun-contraction errors), etc.
- -½ to -5 points for each punctuation error.

The following semester grades will be assigned to students in postsecondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 – 89%	4.00
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject areas.	
U	Unsatisfactory achievement in field/ clinical placement or non-graded subject areas.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

VI. SPECIAL NOTES:

1. Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493 so that support services can be arranged for you.

2. Retention of Course Outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

3. Plagiarism
Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course, as may be decided by the professor. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.
4. The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.
5. Substitute course information is available in the Registrar's office.
6. It is expected that 100 percent of classroom work be completed and submitted on time. A late assignment with an attached Extension form will be accepted if submitted within 72 hours of the due date and time. Twenty-five percent will be deducted from late/incomplete assignments automatically. Failure to follow this procedure will result in a zero grade for the assignment.
7. A disk labelled with the student's name, professor's name, and the course name MUST be available with the assignment. At the professor's discretion, disks will be checked. Students are advised to maintain at LEAST one backup of all files. A lost or damaged diskette will not be an acceptable reason for a late or incomplete assignment.
8. All work must be labelled with the student's name and the project information. All work must be submitted in a labelled folder complete with a plastic disk pocket.
9. Proofreading is an integral part of this course. Marks will be deducted for all proofreading, spelling, grammar, and format errors.
10. Regular attendance is expected so the professor can observe work and provide guidance as necessary. Teamwork is an essential component of the course.

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the instructor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

VIII. DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.