SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

SAULT COLLEGE

COURSE OUTLINE

COURSE TITLE:	EVENT MANAGEMENT		
CODE NO.:	OAD203	**SEMESTER:**	THREE
		MODULE:	SIX
PROGRAM:	OFFICE ADMINISTRATION – EXECUTIVE (ACCELERATED)		
AUTHOR:	SHEREE WRIGHT AND JASMYN POZZO		

DATE: MAY 2013 **PREVIOUS OUTLINE DATED:** APRIL 2012

APPROVED: "Colin Kirkwood" May 28/13

_____ _____
                        DEAN   **DATE**

TOTAL CREDITS: THREE

PREREQUISITE(S): NONE

HOURS/WEEK: SIX HOURS/WEEK FOR SEVEN WEEKS

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Course Name   Code No.

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 out-of-class events. Participation and attendance, 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, notices, etc.
   - Prepare documentation to support 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, meetings, and events scheduled outside of class.

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.

Event Management   2   OAD203

_____   _____
Course Name   Code No.

- Prepare agendas and notices of meetings.
- Describe the role of the minute taker, before the meeting, at the meeting, and following the meeting.
- Explain what types of information must be recorded in minutes.
- Prepare minutes based on a formal in-class meeting and informal team meetings.

III. TOPICS:

1. Conference Planning Strategies/Organizing Student Function(s)
2. Minute-taking Techniques

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

1. CD-RW or memory stick
2. Manilla file folders – 8 ½" X 11" – (letterhead size only) and file labels.
3. *The Gregg Reference Manual*
4. *Oxford Canadian Dictionary*

V. EVALUATION PROCESS/GRADING SYSTEM:

Minute-taking (Assignments)

Students will be evaluated on their ability to prepare accurate "formal" (in-class) minutes as well as "informal" (team) minutes in an acceptable format. **(20%)**

- 15% - Formal Minutes
- 5% - Informal/Action-style Minutes

Conference Planning Techniques/Planning Student Function(s)

Class Participation/Commitment/Attendance/Teamwork **(40%)**
- 20% - attendance at events
- 10% - attendance in class
- 5% - peer-based evaluation of teamwork and participation
- 5% - faculty-based evaluation of teamwork and participation

_____   _____
Course Name   Code No.

Participation, attendance, contribution, effort, and feedback are essential elements of event planning. To develop teamwork skills, it is important that students actively participate in all classes. Participation includes:

- attending all regularly scheduled classes, as well as any classes, group meetings, student functions, tours/presentations, etc. scheduled outside of regular class hours
- arriving on time and prepared
- actively participating in, and contributing to, the class or group discussions and/or activities
- listening to others
- remaining attentive
- staying focused and on track
- making commitments to perform tasks
- completing a fair share of the work
- following through and completing assigned tasks
- acting in a cooperative fashion
- helping promote a climate of trust and mutual respect
- handling conflicts in an open and constructive fashion
- exhibiting positive body language
- displaying respect for others

Students will be allowed **one missed class hour** before a 2 percent penalty per **missed class hour** will be enforced.

Note: Attendance at all scheduled class functions/events represents 20 percent of the final grade. Students who miss more than one scheduled event will receive an automatic grade of 0 out of 20 for the *event participation/attendance* component of the course.

Preparation of Meeting Documentation   (25%)

Depending on the event format, meeting documentation could include preparation of event notices, programs, fliers, summary reports, thank-you letters, etc. Event documentation and meeting minutes will be graded according to the Office Administration Detailed Grading Scheme, which is attached.

- 15% - Flier/Event Notice
- 10% - Event Evaluation

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Course Name   Code No.

Event Format

The event itself will be evaluated on its overall effectiveness, which would include such elements as timing, adherence to budget, attainment of goals and objectives, team involvement and participation, etc.

This mark is assigned to the group as a whole.   **15%**

Field trips and guest speakers may be arranged to complement classroom learning. Attendance is imperative when a guest speaker or field trip is scheduled.

The following semester grades will be assigned to students in post-secondary courses:

Grade	Definition	Grade Point Equivalent
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:

Attendance

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

It is the student's responsibility to be familiar with the course outline and *Office Administration – Executive Student Manual*. These documents provide classroom policies that must be followed.

By considering the college environment as their workplace for the duration of the program, students will have a standard of performance to meet and will practise the day-to-day skills required to be successful in the work world.

These skills include:
- arriving and leaving class on time
- calling in/e-mailing when not in attendance
- checking college e-mail twice daily as a minimum
- following classroom rules and procedures
- demonstrating appropriate manners and etiquette
- listening attentively when the class is being addressed
- demonstrating respect for others at all times
- focusing on the work at hand
- organizing paperwork and keeping track of deadlines
- producing accurate, mailable documents
- being responsible for your own work

Failure to follow program policies will be dealt with through an escalating procedure as follows:

- One verbal warning from professor
- One e-mail notification from professor
- Removal from the classroom and meeting with professor
- Meeting with the dean which may result in suspension or expulsion from the course/program

The Student Code of Conduct (found on the portal) provides guidelines and disciplinary procedures for the college community. Academic dishonesty as defined in the Student Code of Conduct will result in a zero grade for all involved parties.

Keyboarding proficiency is an integral component of the Office Administration – Executive program. Students who are unable to keyboard with touch type techniques should be practising their skills on a daily basis.

All the Right Type typing tutor software is located in the E-wing computer labs and in the Learning Centre. Visit http://www.ingenuityworks.com/ for more information on purchasing All the Right Type for home use.

Lectures will not be repeated in subsequent classes. A study partner/group is invaluable for notes in the event of an unavoidable absence but must not be depended upon for frequent absences.

It is expected that 100 percent of classroom work be completed. All work must be labeled with the student's name and the project information on each page. The college network drive (S:\MyDocuments) should be used as the primary workspace. Students are responsible for maintaining back-ups of all completed files using either a memory stick (USB) or CD.

All requested assignments must be submitted in a labeled folder complete with a plastic USB/CD pocket. All work must be labeled with the student's name and the project information on each page.

A late assignment 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.

Students are expected to check college e-mail twice daily as a minimum to ensure timely communication of course information.

Producing accurate work is fundamental to this course. Marks will be deducted for all proofreading, grammar, and spelling errors. Refer to the attached departmental grading scheme.

VII.   COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located on the portal form part of this course outline.

OFFICE ADMINISTRATION DETAILED GRADING SHEET – 2012/2013

ABBREVIATIONS	
Failure to abbreviate properly, e.g. Ontario/ON, Street/St.	-2
APPEARANCE	
Improperly assembled documentation, e.g. pages out of order, pages upside down	-2
CAPITALIZATION	
▪ Failure to capitalize less obvious words, e.g. the Great Depression	-1/2
▪ Failure to capitalize the first word in a sentence or obvious proper nouns, e.g. Wawa, Robert Kline	-5
COMPOUND WORDS (use the program-approved dictionary to verify spelling)	
▪ Incorrectly formed compound nouns/verbs that follow no regular pattern, e.g. courtyard, court order, layoff, to lay off, court-martialled, over-prescribe)	-2
▪ Incorrectly formed words that can be written as one or two words, e.g. anyone/any one, awhile/a while, already/all ready)	-2
▪ Incorrectly formed compound adjectives/adverbs, e.g. an actor who is well known/a well-known actor, part-time worker, go partway)	-1/2
ENVELOPES	
▪ Improper use of case/Forgetting to use street abbreviations/Missing author's name	-1/2
▪ Improper format/Incorrect placement of address/Missing or improperly placed postal codes	-2
FORMAT	
Inconsistency of document style, format, and punctuation/Improper set-up/Missing reference initials/Missing or incorrect notations, e.g. Enclosure, Confidential, Copy, Attention, etc.	-2
GRAMMAR	
Errors in subject and verb agreement/Run-on sentences/Incomplete sentences	-2
MAILABILITY	
Errors in mathematical calculations or missing key elements, e.g. headings, lines, sentences, or paragraphs	-5/-10
NUMBERS	
Incorrect number usage	-2
PLURALS	
Errors in forming plurals, e.g. child/children, home/homes	-5
POSSESSIVES	
Errors in forming possessives	-2
PUNCTUATION	
▪ Errors in the use of punctuation marks: period, question mark, exclamation mark, comma, semicolon, colon, em/en dash, hyphen, parentheses, quotation marks, etc.	-1/2
▪ Errors in the use of font styles: italics, underline, bold, etc.	-1/2
▪ Missing end-of-sentence punctuation	-5
SPACING	
Errors in vertical and horizontal spacing	-2
SPELLING/VOCABULARY	
• Incorrectly spelled words, e.g. receipt/receipt • Incorrectly typed words (typographical errors), e.g. teh, buter • Errors in word usage, e.g. to/too/two, site/sight/cite	-5

*Marks deducted for each occurrence unless the error is repeated consistently throughout the document. *Updated: 2013-05-29*