



COURSE OUTLINE

OAD203

Prepared: Sheree Wright and Amy Peltonen Approved: Sherri Smith

Course Code: Title	OAD203: EVENT MANAGEMENT
Program Number: Name	2086: OFFICE ADMIN-EXEC
Department:	OFFICE ADMINISTRATION
Semester/Term:	18S
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.
Total Credits:	3
Hours/Week:	6
Total Hours:	42
Vocational Learning Outcomes (VLO's): Please refer to program web page for a complete listing of program outcomes where applicable.	<p>#2. Manage the scheduling, coordination and organization of administrative tasks and workflow within specific deadlines and according to set priorities.</p> <p>#8. Use interpersonal, leadership and client service skills to respond to diversity and to support the vision and mission of the organization.</p> <p>#11. Organize and coordinate meetings, conferences, special events and make travel arrangements, including the preparation of related documentation.</p> <p>#12. Support the implementation of projects by applying basic principles of project management.</p>
Essential Employability Skills (EES):	<p>#1. Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.</p> <p>#5. Use a variety of thinking skills to anticipate and solve problems.</p> <p>#8. Show respect for the diverse opinions, values, belief systems, and contributions of others.</p> <p>#9. Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals.</p> <p>#10. Manage the use of time and other resources to complete projects.</p> <p>#11. Take responsibility for ones own actions, decisions, and consequences.</p>
Course Evaluation:	Passing Grade: 50%, D



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2

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Other Course Evaluation & Assessment Requirements:

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.

CLASS PARTICIPATION, COMMITMENT, ATTENDANCE, AND TEAMWORK

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 manner
- 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

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

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.



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

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Attendance at Events	20%
Attendance in Class	10%
Event Evaluation	10%
Event Format	15%
Faculty-based Evaluation	5%
Flier/Event Notice	15%
Formal Meeting Minutes	15%
Informal/Action-style Meeting Minutes	5%
Peer-based Evaluation	5%

Course Outcomes and Learning Objectives:

Course Outcome 1.

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

Learning Objectives 1.

- 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.

Course Outcome 2.



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

Learning Objectives 2.

- 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.
- Explain what types of information must be recorded in minutes.
- Prepare minutes based on a formal in-class meeting and informal team meetings.

Date:

Wednesday, August 30, 2017

Please refer to the course outline addendum on the Learning Management System for further information.