COURSE OUTLINE: OAD203 - EVENT MANAGEMENT

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Course Code: Title	OAD203: EVENT MANAGEMENT
Program Number: Name	2086: OFFICE ADMIN-EXEC
Department:	OFFICE ADMINISTRATION
Semesters/Terms:	20S
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
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
Vocational Learning Outcomes (VLO's) addressed in this course: **Please refer to program web page for a complete listing of program outcomes where applicable.**	**2086 - OFFICE ADMIN-EXEC** VLO 1 Conduct oneself professionally and adhere to relevant legislation, standards and codes of ethics. VLO 2 Manage the scheduling, coordination and organization of administrative tasks and workflow within specific deadlines and according to set priorities. VLO 8 Use interpersonal, leadership and client service skills to respond to diversity and to support the vision and mission of the organization. VLO 11 Organize and coordinate meetings, conferences, special events and make travel arrangements, including the preparation of related documentation. VLO 12 Support the implementation of projects by applying basic principles of project management.
Essential Employability Skills (EES) addressed in this course:	EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience. EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication. EES 5 Use a variety of thinking skills to anticipate and solve problems. EES 8 Show respect for the diverse opinions, values, belief systems, and contributions of others. EES 9 Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals. EES 10 Manage the use of time and other resources to complete projects. EES 11 Take responsibility for ones own actions, decisions, and consequences.

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Course Evaluation:	Passing Grade: 50%, D
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.

Conference Planning Techniques/Planning Student Function(s):

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.

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.

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

Course Outcomes and Learning Objectives:	**Course Outcome 1**	**Learning Objectives for Course Outcome 1**
	1. Apply organizational and	1.1 Research requirements for meetings, conferences, special

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project management techniques to organize meetings, conferences, and special events, including the preparation of related documentation.	events, and travel. 1.2 Organize and coordinate appropriate facilities, equipment, services, catering, and supplies to support meetings, conferences, and special events. 1.3 Coordinate arrangements and office activities associated with advance publicity and registration for an event, including preparation of brochures, fliers, notices, etc. 1.4 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. 1.5 Coordinate and distribute supporting material for face-to-face and web-based meetings, including previous minutes, agendas, speaker materials, handouts, etc. 1.6 Register participants and monitor overall registration status for conferences and special events. 1.7 Display teamwork skills by attending and participating in all regularly scheduled classes, as well as those classes, meetings, and events scheduled outside of class. 1.8 Work independently and also as a collaborative team member. 1.9 Collaboratively plan team tasks and responsibilities. 1.10 Lead office teams and delegate tasks where appropriate. 1.11 Track post-meeting follow-up actions. 1.12 Work as part of a team to update and distribute project planning documents. 1.13 Assist in the estimation of the time required to complete project elements or tasks. 1.14 Manage time to complete assigned project elements or tasks according to project deadlines. 1.15 Contribute to the maintenance of clear and accurate project-related documents. 1.16 Interpret and use project planning documents.
Course Outcome 2	**Learning Objectives for Course Outcome 2**
2. Apply minute-taking techniques to organize formal and informal meetings and prepare accurate minutes for a variety of meeting formats.	2.1 Identify types of organizational and operational meetings and describe reasons why organizations hold meetings. 2.2 Outline the roles and duties of the chair, minute taker and meeting participants. 2.3 Prepare agendas and notices of meetings. 2.4 Describe the role of the minute taker, before the meeting, at the meeting, and following the meeting. 2.5 Explain what types of information must be recorded in minutes. 2.6 Prepare minutes based on a formal in-class meeting and informal team meetings.

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Attendance at Events	20%
Attendance in Class	10%
Faculty-based Evaluation	5%
Formal Meeting Minutes	15%

	Informal/Action-style Meeting Minutes	5%
	Meeting Documentation Event Evaluation	10%
	Meeting Documentation Flier/Event Notice	15%
	Overall Evaluation of Event Format	15%
	Peer-based Evaluation	5%

Date:	June 19, 2019
Addendum:	Please refer to the course outline addendum on the Learning Management System for further information.