

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



Sault College

COURSE OUTLINE

COURSE TITLE: EVENT MANAGEMENT

CODE NO. : OAD203 **SEMESTER:** 4

PROGRAM: OFFICE ADMINISTRATION – EXECUTIVE

AUTHOR: SHEREE WRIGHT

DATE: JAN.2001 **PREVIOUS OUTLINE DATED:**

APPROVED:

DEAN

DATE

TOTAL CREDITS: 3

PREREQUISITE(S):

LENGTH OF COURSE: 3 hrs/week for
14 weeks

TOTAL CREDIT HOURS: 45

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For additional information, please contact Joe Fruchter, Dean
School of Business, Hospitality and Natural Resources Programs
(705) 759-2554, Ext. 688

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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, special events, and travel including the preparation of related documentation. As part of the learning activities, students will organize, host, and participate in two out-of-class events. Participation in, and attendance at, planning meetings is an essential element of this course, and students will also develop the minute-taking techniques needed to prepare effective minutes

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Learning Outcomes with Elements of Performance:

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

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

Potential Elements of the Performance:

- Research requirements for meetings, conferences, special events, and travel.
- Organize appropriate facilities, equipment, services, and supplies.
- Coordinate arrangements and office activities associated with advance publicity and registration for a seminar, including preparation of brochures, fliers, registration forms, etc.
- Prepare documentation to support and follow-up meetings, conferences, special events, and travel, including letters of confirmation, thank-you letters, agendas, programs, name tags, budget summaries, etc.

This module will constitute 50 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.
 - Identify types of organizational and operational meetings.

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- Outline the roles and duties of the chair, minute taker and meeting participants.
- Prepare agendas and notices of meetings.
- Identify situations that are enhanced when a meeting is run by parliamentary procedures.
- Outline key elements of parliamentary law.
- Prepare minutes based on a formal meeting.
- Prepare minutes based on an informal meeting.
- Describe techniques to improve listening at meetings.
- Outline hidden variables that can affect the meeting group's interaction.
- Describe how a minute taker can portray a successful image.
- Participate in simulated meetings.

This module will constitute 35 percent of the final grade.

3. Participate in and prepare for a simulated interview experience.
 - Prepare cover letter, envelope, and resume in response to a simulated job posting.
 - Research organization posting the position.
 - Prepare questions to ask interviewers.
 - Attend out-of-class simulated interview.
 - Attend out-of-class debriefing session.
 - Prepare summary report.

This module will constitute 15 percent of the final grade.

III. TOPICS:

1. Minute-taking Techniques
2. Conference Planning Strategies/Organizing a Student Function
3. Participating in Simulated Interview Experience

IV. REQUIRED RESOURCES/TEXTS/MATIERALS:

1. The Minute-Taker's Handbook, 2nd Edition, Jane Watson, Self-Counsel Press, 1998. (photocopied text available with copyright permission)
2. Diskettes – 3 – 3 ½" high density, 1.44 mb diskettes.
3. Manilla File Folders – 8 ½" X 11" – (letterhead size only) and File Labels.
4. The Gregg Reference Manual and Gage Dictionary,

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Students will be evaluated on their ability to record accurate formal minutes in an acceptable format. **(5%)**

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

Minute-taking (Theory Tests):

Students will complete two quizzes on minute-taking theory **(20%)**

Conference Planning Techniques/Planning a Student Function:

Students will plan and host a student function.

Participation/attendance at planning meetings **(10%)**

Preparation of meeting documentation. **(40%)**

Mock Interview Experience:

Students will complete all required documentation. All documentation must be completed by the deadlines set, and students must attend both the interview and debriefing interview in order to receive the 15 percent. **(15%)**

- Cover Letter/Envelope
- Resume
- Attendance at out-of-class interview
- Attendance at out-of-class debriefing
- Summary report of experience

Marking Deductions: (see attached marking grade sheet)

- -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.

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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%	3.75
B	70 - 79%	3.00
C	60 - 69%	2.00
R (Repeat)	59% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field placement or non-graded subject areas.	
U	Unsatisfactory achievement in field placement or non-graded subject areas.	
X	A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see <i>Policies & Procedures Manual – Deferred Grades and Make-up</i>).	
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has been impossible for the faculty member to report grades.	

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, 717, or 491 so that support services can be arranged for you.

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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 3 calendar days of the due date and time. Ten percent will be deducted from late assignments automatically. Failure to follow this procedure will result in a zero grade for the assignment.
7. Field trips, guest speakers, class meetings, and specified visuals or the like are arranged to supplement classroom activities. Attendance is mandatory. If a student is not in attendance, the student will have a choice of either (a) a loss of 10 percent of the accumulative semester mark (all items except tests) or (b) preparing a paper relating to the field trip or topic under discussion – particulars to be approved by instructor.
8. Students are expected to be present to write all tests during regularly scheduled classes. In the event of a failed course grade, a supplementary test will be administered at the end of the semester to replace EITHER the lowest failed or one missed test.

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9. During testing, the program's on-line help may be available. Tests will not be open book. Talking with other students during the test will result in an automatic deduction of 5 marks per occasion. Students must ensure that they have the appropriate tools to do the test (i.e. diskettes, pencils, pens, etc.).
10. Test papers will be returned to the student after grading in order to permit verification of the results and to review the tests. However, the student will be required to return all test papers to the instructor who will keep them on file for one year.
11. Each student will be required to keep a file in a designated classroom. This will facilitate the return of assignments, grades, and any messages the Office Administration faculty needs to relay to the student.
12. A disk labeled 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.
13. All work must be labeled with the student's name and the project information. All work must be submitted in a labeled folder complete with a plastic disk pocket.
14. Proofreading is an integral part of this course. Marks will be deducted for all proofreading and spelling errors.
15. Regular attendance is expected so the professor can observe work and provide guidance as necessary.

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.

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