

# MEETING AND EVENT MANAGEMENT

Delivery: Evening or Online Program  
 Start: Fall and Spring Semester, Full- or Part-Time  
 Location: Apple Valley Site

## Outcomes

Meeting and Event Management A.A.S. Degree . . . . . 60 credits  
 Meeting and Event Management Certificate . . . . . 16 credits

## Major Description

This program prepares students to enter the hospitality industry, the largest and fastest growing in the world. Coursework provides the knowledge and skill sets to offer premier services and guest satisfaction in meeting, conference and event management businesses, marketing and public relations firms, nonprofit and for-profit corporations, hotels, golf and country clubs, casinos, resorts, and other industry attractions.

## Work Environment

A fast-paced and demanding career, meeting and event management requires the ability to oversee multiple operations simultaneously, face numerous deadlines, and orchestrate the activities of several different groups of people. Meeting and convention planners spend the majority of their time in offices, but frequently work onsite at hotels, convention centers or other meeting locations.

## Hospitality Management Emphasis

- For positions in hotels, convention centers, resorts plus other nontraditional venues

## Casino Management Emphasis

- For positions in casinos and other gaming venues

## Potential Job Titles

- Conference Organizer
- Event Planning Manager
- Special Events Coordinator
- Meeting Planner
- Conference Producer
- Convention Services

## Salary Data

- Average Wage: \$23.37/hour
- Top Earners: \$34/hour

## MEETING AND EVENT MANAGEMENT – A.A.S. DEGREE

### Fall Semester – First Year

Course#	Course Title	Credits
SMGT1160	Fundamentals of Meeting, Conference and Event Management	2
SMGT1161	Advanced Meeting, Conference and Event Management	3
SMGT1162	Special Event Coordination and Management	3
COML1400	Introduction to Computers	3
ENGL1100	Writing and Research Skills	3
<b>Total Credits</b>		<b>14</b>

### Spring Semester – First Year

Course#	Course Title	Credits
SMGT1163	Event Promotion	3
SMGT1665	Lodging Operations	3
SMGT1680	Hospitality Space and Logistics Management	3
SMGT1695	Hospitality Risk Management	2
PHIL1200	Critical Thinking	3
	General Education Elective (MnTC Goal 3 or 4)**	4
<b>Total Credits</b>		<b>18</b>

### Fall Semester – Second Year

Course#	Course Title	Credits
SMGT1167	Meeting and Event Sponsorship†	3
SMGT2001	Management Skills I, Foundations in Management	3
SMGT2002	Management Skills II, Planning and Organizing	3
SMGT2003	Management Skills III, Leading and Controlling	3
SPEE1020	Interpersonal Communication	3
<b>Total Credits</b>		<b>15</b>

### Spring Semester – Second Year

Course#	Course Title	Credits
	Technical Emphasis††	9
	General Education Elective**	4
<b>Total Credits</b>		<b>13</b>

**TOTAL PROGRAM REQUIREMENTS 60**

*This is a sample course sequence resulting in an A.A.S. degree. Please consult your program advisor regarding your academic plans.*

*\*\* Select General Education electives from any MnTC goal area. See pages 116-118 in the college catalog.*

*† SMGT1166, 1168 and 1169 are approved substitutions for this course.*

*†† Students must select one of the emphasis options listed on the following page to complete their technical emphasis.*

<b>Hospitality Management Emphasis ††</b>		
SMGT1660	Introduction to Hospitality and Tourism	2
SMGT1670	Lodging Systems and Technology	2
SMGT1675	Hotel Front Office Management	3
SMGT1685	Hospitality and Tourism Guest Services	2
<b>Total Credits</b>		<b>9</b>

<b>Casino Management Emphasis ††</b>		
SMGT1970	Casino Operations	3
SMGT1975	Casino Products: Protections and Probabilities	3
	Technical Elective*	3
<b>Total Credits</b>		<b>9</b>

## **MEETING AND EVENT MANAGEMENT – CERTIFICATE**

### **Fall Semester – First Year**

Course#	Course Title	Credits
SMGT1160	Fundamentals of Meeting, Conference, and Event Management	2
SMGT1161	Advanced Meeting, Conference, and Event Management	3
SMGT1162	Special Event Coordination and Management	3
SMGT1163	Event Promotion	3
SMGT1167	Meeting and Event Sponsorship†	3
SMGT1695	Hospitality Risk Management	2
<b>Total Credits</b>		<b>16</b>

**TOTAL PROGRAM REQUIREMENTS 16**

*This is a sample course sequence resulting in a certificate.  
Please consult your program advisor regarding your academic plans.*

*† SMGT1166, 1168, and 1169 are approved substitutions for this course.*

# MULTICULTURAL MANAGEMENT

Delivery: Evening or Online Program  
 Start: Fall, Spring or Summer Semester, Full- or Part-Time  
 Location: Apple Valley Site

## Outcomes

Multicultural Leadership Diploma . . . . . 33 credits  
 Multicultural Human Resource Management Diploma . . . . 33 credits  
 Multicultural Supervision Certificate. . . . . 14 credits

## Major Description

These diplomas provide students with the skills and knowledge necessary to succeed in today's multicultural business environments. Skills learned are universal and can be applied to organizations, including manufacturing, event hospitality, retail, health services and other for-profit and nonprofit organizations.

## Work Environment

Graduates with this training perform successfully in leadership positions in multicultural agencies, companies, corporations and organizations in the public, private and nonprofit sectors.

## Potential Job Titles

- Team Leader
- Manufacturing Supervisor
- Warehouse Manager
- Production Foreman
- Diversity Coordinator
- Human Resources Manager
- Frontline Supervisor
- Human Resources Specialist

## Salary Data

- Average Wage: \$27.61/hour
- Top Earners: \$39.38/hour

## MULTICULTURAL LEADERSHIP – DIPLOMA

### Fall Semester – First Year

Course#	Course Title	Credits
SMGT1000	Principles of Supervision	3
SMGT1022	Leadership	3
SMGT1028	Management Effectiveness	3
SMGT1601	Financial Management	2
SMGT1776	Organizational Behavior	3
SMGT2105	Managing Diversity	3
<b>Total Credits</b>		<b>17</b>

### Spring Semester – First Year

Course#	Course Title	Credits
SMGT2110	Leading a Multicultural Workforce	3
SMGT2115	Multicultural Mentorship I	2
SMGT2116	Multicultural Mentorship II	1
SMGT2120	Multicultural Conflict Resolution	2
SMGT2125	International Business	3
SMGT2130	Creativity and Problem Solving	2
	General Education**	3
<b>Total Credits</b>		<b>16</b>

**TOTAL PROGRAM REQUIREMENTS 33**

*This is a sample course sequence resulting in a diploma.  
 Please consult your program advisor regarding your academic plans.*

*\*\* General Education – Select from SPEE1020, COML1400 or ENGL1100.*

## MULTICULTURAL HUMAN RESOURCES MANAGEMENT – DIPLOMA

### Fall Semester – First Year

Course#	Course Title	Credits
SMGT1033	Business Law & Ethics	3
SMGT1405	Managing Performance	3
SMGT1441	Intro to Human Resource Management	3
SMGT1470	Safety and Compliance Management	2
SMGT1875	Training and Developing Employees	3
SMGT2105	Managing Diversity	3
<b>Total Credits</b>		<b>17</b>

### Spring Semester – First Year

Course#	Course Title	Credits
SMGT2110	Leading a Multicultural Workforce	3
SMGT2115	Multicultural Mentorship I	2
SMGT2116	Multicultural Mentorship II	1
SMGT2120	Multicultural Conflict Resolution	2
SMGT2125	International Business	3
SMGT2130	Creativity and Problem Solving	2
	General Education**	3
<b>Total Credits</b>		<b>16</b>

**TOTAL PROGRAM REQUIREMENTS 33**

*This is a sample course sequence resulting in a diploma.  
Please consult your program advisor regarding your academic plans.*

\*\* General Education – Select from SPEE1020, COML1400 or ENGL1100

## MULTICULTURAL SUPERVISION – CERTIFICATE

### Fall Semester – First Year

Course#	Course Title	Credits
SMGT2105	Managing Diversity	3
SMGT2110	Leading a Multicultural Workforce	3
SMGT2115	Multicultural Mentorship I	2
SMGT2116	Multicultural Mentorship II	1
SMGT2120	Multicultural Conflict Resolution	2
SMGT2125	International Business	3
<b>Total Credits</b>		<b>14</b>

**TOTAL PROGRAM REQUIREMENTS 14**

*This is a sample course sequence resulting in a diploma.  
Please consult your program advisor regarding your academic plans.*

# REAL ESTATE PROPERTY MANAGEMENT

Delivery: Evening Program  
 Start: Fall or Spring Semester, Full- or Part-Time  
 Location: Apple Valley Site

## Outcomes

Real Estate Property Management A.A.S. Degree . . . . . 64 credits  
 Real Estate Property Management Diploma . . . . . 45 credits  
 Property Management Certificate . . . . . 16 credits  
 General Real Estate Certificate . . . . . 16 credits

## Major Description

This program prepares students to manage and market residential, commercial, industrial and investment real estate. Students are trained to estimate the value of residential and investment properties across the nation. Coursework includes 90 hours of pre-licensing education required for the Minnesota Real Estate license examination.

## Work Environment

Professionals in this field find work managing residential, retail or office buildings in downtown, suburban or rural settings. Careers are found in real estate, financing, property management, investing and community association management.

## Potential Job Titles

- Apartment Rental Agent
- Real Estate Agent
- Realtor
- Real Estate Closer
- Condominium Manager
- Facilities Coordinator
- Housing Manager
- Property Administrator

## Salary Data

### Real Estate Agent

- Average Wage: \$19.68/hour
- Top Earners: \$37.47/hour

### Property Manager

- Average Wage: \$28.20/hour
- Top Earners: \$49/hour

## REAL ESTATE PROPERTY MANAGEMENT – A.A.S. DEGREE

### Fall Semester – First Year

Course#	Course Title	Credits
PMGT1101	Real Estate I	2
PMGT1102	Real Estate II	2
PMGT1204	Real Estate Law	2
PMGT1207	Instruments of Real Estate Finance	1
PMGT1210	Appraisal Process	1
PMGT1212	Residential Appraisal Workshop	1
	Technical Electives*	4
COML1400	Introduction to Computers	3
<b>Total Credits</b>		<b>16</b>

### Spring Semester – First Year

Course#	Course Title	Credits
PMGT1200	Introduction to Property Management	1
PMGT1207	Instruments of Real Estate Finance	1
PMGT1213	Managing Residential Property	1
PMGT1214	Life and Safety Issues	1
PMGT1216	Managing Commercial/Industrial Properties	1
PMGT1218	Maintenance and Risk Management	1
PMGT1220	Leases and Landlord-Tenant Relations	1
PMGT1230	Income Property Marketing	1
PMGT2020	Negotiating for Agreement	1
	Technical Electives*	6
SPEE1020	Interpersonal Communication	3
<b>Total Credits</b>		<b>17</b>

### Fall Semester – Second Year

Course#	Course Title	Credits
PMGT1226	Construction and Blueprint Reading	1
	Technical Electives*	9
ENGL1100	Writing and Research Skills	3
	General Education Elective**	3
<b>Total Credits</b>		<b>16</b>

### Spring Semester – Second Year

Course#	Course Title	Credits
PMGT1205	Loan Application and Processing	1
PMGT1224	Income Capitalization Analysis	1
PMGT1228	Community Association Management	1
PMGT1232	Cash Flow Analysis	1
PMGT1302	Planning and Operating a Small Business	1
PMGT1304	Marketing Strategies for Small Business	1
PMGT1401	Real Estate Math and Calculator Basics	1
	General Education Elective (MnTC Goal 3 or 4)**	4
	General Education Elective**	4
<b>Total Credits</b>		<b>15</b>

**TOTAL PROGRAM REQUIREMENTS 64**

*This is a sample course sequence resulting in an A.A.S. degree. Please consult your program advisor regarding your academic plans.*

\* Technical electives may be selected from the following subject areas: PMGT, MKTC, ENTR, ISTC, SMGT, LAHT and ACCT; up to nine internship credits may be taken with advisor approval.

\*\* Select General Education electives from any MnTC goal area. See pages 116-118 in the college catalog.