MEETING PLANNING FOR THE ADMINISTRATIVE PROFESSIONAL — SMGT 1170

A. Course Description
   - **Credits:** 2.00
   - **Lecture Hours/Week:** 2.00
   - **Lab Hours/Week:** 0.00
   - **OJT Hours/Week:** 0
   - **Prerequisites:** None
   - **Corequisites:** None
   - **MnTC Goals:** None

Administrative professionals plan the majority of meetings under 100 people without formal meeting planning education or experience. This course provides fundamental knowledge and techniques to ensure success of planning small meetings. Prerequisites: None. DUAL NUMBERED WITH OFFC1024.

B. Course Effective Dates: 5/15/06 – Present

C. Outline of Major Content Areas
   As noted on course syllabus

D. Learning Outcomes
   As noted on course syllabus

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

F. Learner Outcomes Assessment
   As noted on course syllabus

G. Special Information
   None noted