OFFICE SUPPORT EVENT MANAGEMENT — ADMS 1022

A. Course Description

- **Credits:** 3.00
- **Lecture Hours/Week:** 3.00
- **Lab Hours/Week:** 0.00
- **OJT Hours/Week:** 0
- **Prerequisites:** None
- **Corequisites:** None
- **MnTC Goals:** None

This course covers basic planning of business events such as meetings, conferences, and luncheons. Topics include all aspects of planning these events from scheduling, invitations, agendas, room management, set up, handouts, and catering needs. Students will also work to develop appropriate skills to take effective meeting minutes, create agendas, and continuous improvement in event management through development of surveys to gain feedback from participants.

B. Course Effective Dates: 12/11/19 – Present

C. Outline of Major Content Areas

   As noted on course syllabus

D. Learning Outcomes

1. Create agendas
2. Create surveys
3. Creating and distributing handouts for events
4. Finding food vendors and ordering food for events (dietary requests, appropriate amounts to order, costs)
5. Guest speaker management
6. Monitor RSVPs
7. Project management of events
8. Room management (size, setup, AV needs, etc)
9. Schedule meetings
10. Take meeting minutes
11. Working with budgets for planning events

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies
F. Learner Outcomes Assessment
   As noted on course syllabus

G. Special Information
   None noted