

# Meeting, Travel, & Event Planning 10-106-107

## Syllabus

### Fall 2009

#### Course Information

|                 |   |
|-----------------|---|
| Organization    | Northcentral Technical College                                  |
| Course Number   | 10-106-107  |
| Credits         | 1   |
| Contact Hours   | 18  |
| Instructor      | Kalynn Pempek Goldade   |
| E-mail Address  | <a href="mailto:pempek@ntc.edu">pempek@ntc.edu</a>              |
| Office Hours    | Mondays 12-2 p.m.<br>Tuesdays 10-11 a.m.<br>Thursdays 9-11 a.m. |
| Beginning Date  | August 21, 2008   |
| Number of Weeks | 16  |

#### Description

This course prepares students to manage meeting and event preplanning activities, facilitate meetings and events, produce minutes of meetings, coordinate equipment and facility setup, complete travel arrangements, and conduct follow-up activities.

#### Textbooks

Kathleen Begley, Ed.D. *Event Planning for Everyone*. Thomson. 2007. **Edition: 1.**  
**Pages:** 143. **ISBN:** 1-4239-5528-5

#### Learner Supplies

Three-ring binder with four tabs labeled "Meetings," "Travel/Transportation," "Events," and "Misc."  
**Quantity:** 1.

Gregg Reference Manual (10th Edition). **Manufacturer:** Glencoe/McGraw-Hill Publishing.  
**Quantity:** 1. **Source:** Glencoe/McGraw-Hill Publishing.

#### Core Abilities

- A. Communicate effectively.
- B. Act responsibly.
- C. Work productively.
- D. Work cooperatively.
- E. Demonstrate integrity.
- F. Think critically and creatively.
- G. Develop global awareness.

#### Competencies

1. Plan a successful meeting.
2. Arrange travel, transportation, and housing needs.
3. Coordinate an event.

## **Grading Information**

Your grade in this course will be based on your ability to demonstrate all competencies at a minimum level. You will demonstrate your competency through the completion of assigned activities, projects, and three performance assessment tasks. Your final grade will be based on the following:

- 20% Projects
- 20% Performance Assessment Task 1
- 20% Performance Assessment Task 2
- 40% Performance Assessment Task 3

The final Performance Assessment Task (#3) will be in lieu of a final exam.

## **Grading Scale**

- A 97-100% and you have met all course competencies.
- A- 93-96% and you have met all course competencies.
- B+ 90-92% and you have met all course competencies.
- B 88-89% -and you have met all course competencies.
- B- 85-87% - and you have met all course competencies.
- C+ 81-84% - and you have met all course competencies.
- C 78-80% - and you have met all course competencies.
- D 70-77% - and you HAVE NOT met all course competencies.

## **Guidelines for Success**

### **Program Outcomes**

Program outcomes are major outcomes that all graduates of the Administrative Assistant program are expected to achieve. They are specific to the target occupation, professional area, or discipline as follows:

- 1) Facilitate and coordinate business activities, functions and processes.
- 2) Use computer skills in advanced applications of word processing, spreadsheets, databases, desktop publishing, presentation graphics, groupware, e-mail, multimedia, and Internet.
- 3) Select, use, and maintain various types of computerized equipment in business.
- 4) Train and support computer users.
- 5) Make decisions about the creation/acquisition, distribution, maintenance and final disposition of information.
- 6) Demonstrate workplace expectations, organization skills, and career strategies.

By achieving the competencies in this course, you will build some of skills, abilities, and attitudes required by the program outcomes. Prior to graduation, you will need to demonstrate that you have achieved the Administrative Assistant program outcomes by completing all the required performance assessments. When you perform these assessments, you will create artifacts (products) such as portfolios, models, or reflections that you can use to document your qualifications for prospective employers or higher education.

### **Core Abilities**

Core abilities are broad outcomes or skills that every graduate of an NTC program is expected to achieve. These skills go beyond the context of a specific course or program and are the skills employers tell us they expect employees to have. NTC has identified seven core abilities that are important in every area of learning. All seven of the following core abilities have been identified as important in this course: 1) Communicate effectively, 2) Act responsibly, 3) Work productively, 4) Work cooperatively, 5) Demonstrate integrity, 6) Think critically and creatively, and 7) Develop global awareness.

### **Performance-Based Learning**

You as the learner are the most important part of instruction. As a result, performance-based tasks will identify what you must be able to do as a result of your learning. The tasks you are asked to do will determine how you can show that you have learned these skills. This performance-based course is designed around the following three competencies: 1) Plan a successful meeting. 2) Arrange travel, transportation, and housing needs. 3) Coordinate an event. Your grade will be based on your performance of all of these competencies.

### **Attendance**

Responsible attendance means that you will plan your schedule so that you can be present for scheduled class sessions and manage your time so that you can complete your assignments/assessments on or before the date they are due. If you do miss a class session unexpectedly, please call me as soon as you can. If you know you will be absent from a class session ahead of time, please let me know as soon as you can so that we can work out an arrangement to get you the information and/or materials for the class you missed so that you can continue to be successful.

### **How To Get The Most Out Of This Learning Experience**

Take charge of your own learning. Raise questions, probe, explore, and go after what you need. Be open. Use your imagination, consider new possibilities, and create something new for yourself. Give as well as receive. Give liberally to co-learners and be prepared to receive a great deal from them. Have fun. Plan to thoroughly enjoy this opportunity to learn and to grow in your professional competence and satisfaction.

### **Written Documents**

Administrative and office assistants are responsible for producing and managing accurate and effective written communications in the workplace. Therefore, your writing skills will play a large part in this class. Proper grammar, punctuation, sentence structure, and document format are extremely important and will affect your grade. It is essential that you utilize your *Gregg Reference Manual* when completing all assignments to ensure your success.

### **Guidelines for Mutual Respect**

This Meeting, Travel, & Event Planning Course is designed for collaboration rather than competition. That means that each member of the class supports the others in their efforts to succeed. Be sure to come to each class prepared to:

1. Listen with respect.
2. Speak with respect.
3. Contribute actively to the work of your team.

### **Student Integrity**

Employers will expect you to be honest, demonstrate ethical/professional behavior, follow work policies/procedures, respect people and property, and take appropriate action when presented with ethical dilemmas. The same is expected in this course. You are preparing for a position of responsibility dealing with confidential material, and it is extremely important for you to exhibit high personal integrity. Cheating on tests or handing in another student's work will not be tolerated. If you cheat, you will earn a zero for the test or assignment.

### **NTC Policies**

Students with questions regarding affirmative action, equal opportunity, harassment, computer use policy or information about any other NTC policies should refer to the current NTC catalog or student handbook available in Student Services or at this website: <http://www.ntc.edu/about/policies/htm>.

**ADA Statement**

If you feel you may need an accommodation or special services for this class, please see me or call the Caroline S. Mark Center for Disabilities at 715-675-3331 or 1-888-682-7144, Ext. 4085 or TTY 715-675-6341. Information regarding these services is available at [www.ntc.edu/students/studentservicesdisability.htm](http://www.ntc.edu/students/studentservicesdisability.htm).

**Non-discrimination**

NTC does not discriminate on the basis of age, race, sex, color, national origin, religion or disability in admission to, access to, or operations of its programs, services, or activities. NTC does not discriminate in its hiring or employment practices.

**Student Help Desk Information**

NTC has a Student Help Desk to provide technical support for our online students. Requests for help may include login and password problems, course software use, software technical problems, and browser questions. If you have questions or need assistance when you are working on your course, you can contact the NTC Student Help Desk via e-mail at [studenthelpdesk@ntc.edu](mailto:studenthelpdesk@ntc.edu) or call 1-888-682-7144 ext 1660 or 675-3331 ext 1660. Please provide the following information: name of course, your student ID number, what you were trying to do, any error messages you may have received, and how to contact you.

**Learning Center**

The Learning Center provides individualized and group instruction to help students achieve their personal, academic and vocational goals. To inquire about academic help whether you attend classes at the Wausau campus or at a regional campus, call Northcentral Technical College at 715.675.3331 or 1.888.NTC.7144, Ext. 4970. Or, stop in at NTC's Learning Center-Wausau Campus, 1000 West Campus Drive, Wausau, WI 54401

**Email**

If I need to contact you via email, the message will be sent to your NTC e-mail address. Please check your NTC email account on a regular basis.

**Cell Phones**

As a courtesy to me and your fellow students, please turn off your cell phone or set your phone to vibrate when you enter the classroom.

**Syllabus Revisions**

I have provided a syllabus with a listing below of major activities you do during our 18 weeks of class. I will work to keep the course on the published schedule. However, if alterations to the schedule are necessary, I reserve the right to make changes to the syllabus when I believe it is to your benefit to do so. I will communicate those changes to you in a timely manner to avoid any surprises and help you continue to do well in the course. ***Best wishes for a successful and rewarding learning journey!***