

Dakota County Technical College

SMGT 1170: Meeting Planning for the Administrative Professional

A. COURSE DESCRIPTION

Credits: 2

Lecture Hours/Week: 2

Lab Hours/Week: *.*

OJT Hours/Week: *.*

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: 05/15/2006 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

None

D. LEARNING OUTCOMES (General)

None

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

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted