



MASTER COURSE OUTLINE

A. SMGT 1240 Meeting Management

B. COURSE DESCRIPTION:

This course provides an opportunity to practice effective organizing, planning and communication skills that result in effective meetings. Assisting employees to understand what to expect before, during and after meetings are also be covered. This course focuses on developing skills and increasing knowledge to enhance productivity in meetings.
(1 Cr – 1 lect, 0 lab)

C. **Core Theme: Critical Thinking

D. MAJOR CONTENT AREAS:

- Organizing skills
- Planning skills
- Communication skills
- Meeting management

E. GOAL TYPES, OBJECTIVES, AND OUTCOMES:

<u>GOAL</u>	<u>OBJECTIVES</u> Students will be able to	<u>OUTCOMES</u> The student will successfully
** <u>Critical Thinking</u>	recognize and articulate the value assumptions which underlie and affect decisions, interpretations, analyses and evaluations made by ourselves and others.	1. identify need and reasons for meetings.
<u>CS</u>	understand meeting experiences and make comparison between meetings.	1. communicate meeting experiences with others and make comparisons.
<u>CS</u>	understand the importance of participant selection.	1. communicate the importance of participants selected.
<u>CS</u>	understand productive agendas and logistic strategies.	1. create a timed agenda. 2. design meeting room specifications and layouts.
<u>CS</u>	understand meeting management methods.	1. demonstrate management methods such as sequencing, outlining, and stakeholder analysis in classroom.
<u>CS</u>	examine techniques to avoid or correct ineffective meetings.	1. conduct an effective meeting.

F. SPECIAL INFORMATION:

This course may require use of the Internet, the submission of electronically prepared documents and the use of a course management software program. Students who have a disability and need accommodations should contact the instructor or the Student Success Center at the beginning of the semester. This information will be made available in alternative format, such as Braille, large print, or current media, upon request.

G. COURSE CODING INFORMATION:

Course Code A/Class Maximum 48; Letter Grade

Revision date: 04/20/11; 9/1/16

AASC Approval date: 9/20/16

*Riverland Community College Disciplines	MnTC Goal Number
Communication (CM)	1
Natural Sciences (NS)	3
Mathematics/Logical Reasoning (MA)	4
History and the Social & Behavioral Sciences (SS)	5
Humanities and Fine Arts (HU)	6

**Riverland Community College Core Themes	MnTC Goal Number
Critical Thinking (CT)	2
Human Diversity (HD)	7
Global Perspective (GP)	8
Ethical and Civic Responsibility (EC)	9
People and the Environment (PE)	10

*These five MnTC Goals have been identified as Riverland Community College Disciplines.

** These five MnTC Goals have been identified as Riverland Community College Core Themes.

NOTE: The Minnesota Transfer Curriculum “10 Goal Areas of Emphasis” are reflected in the five required discipline areas and five core themes noted in the Riverland Community College program of study guide and/or college catalog.