

Northern Marianas College
CURRICULUM ACTION REQUEST

Effective Semester / Session: Fall 2008

Type of Action:

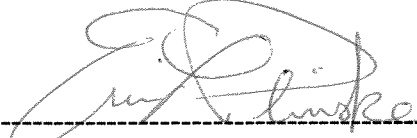
- New
- Modification
- Move to Inactive (Stop Out)
- Cancellation

Course Alpha and Number: CE 250

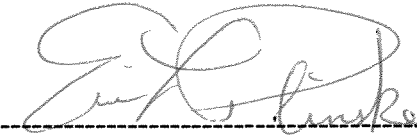
Course Title: Introduction to Cooperative Education

Reason for initiating, revising, or canceling:

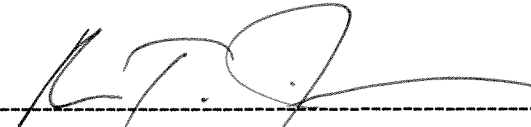
To update the course to reflect changes in course description, course content, English and Math placement levels, prerequisites, student learning outcomes, assessment measures, and textbook.




Proposer 11/13/08
Date



Department Chair 11/13/08
Date



English and Format Reviewer 1/6/09
Date



Dean of Academic Programs and Services 1/6/07
Date

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Course Guide

Course: CE 250 Introduction to Cooperative Education

1. Department

Business

2. Purpose

This capstone course focuses on current issues/trends in the workplace, self-assessment, personal development, career exploration, resumes and cover letters, successful employment interviews, effective communication skills in the world of work, workplace etiquette and ethics, and on-the-job training that is related to the student's career and educational goals. This work experience course will enhance the student's career self-awareness and current employment skills; it will integrate classroom-learned skills with an on-the-job training experience.

3. Description

A. Required/Recommended Textbook(s) and Related Materials

Required: Yena, Donna J. *Career Directions*. 4th ed. New York: McGraw-Hill, 2007.
Readability level: 9

B. Contact Hours

1. **Lecture:** 3 hours per week for the first four weeks / 12 hours per semester
2. **Lab:**
3. **Other:** A minimum of 150 hours of practical work experience

C. Credits

1. **Number:** 3
2. **Type:** Regular degree credits

D. Catalogue Course Description

This capstone course focuses on current issues/trends in the workplace, self-assessment, personal development, career exploration, resumes and cover letters, successful employment interviews, effective communication skills in the world of work, workplace etiquette and ethics, and on-the-job training that is related to the student's career and educational goals. This work experience course will enhance the student's career self-awareness and current employment skills; it will integrate classroom-learned skills with an on-the-job training experience. Prerequisites: EN 101, MA 132, MG 206. English Placement Level: EN 202. Math Placement Level: MA 161.

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E. Degree or Certificate Requirements Met by Course

This course is required for the A.A.S. in Business Administration and the A.A.S. in Hospitality Management.

F. Course Activities and Design

This course incorporates short lecture, discussion, simulations, reading and writing assignments, small group activities, guest speakers, videos, and other related instructional activities. The course will integrate classroom-learned skills with an on-the-job training experience.

4. Course Prerequisite(s); Concurrent Course Enrollment; Required English/Mathematics Placement Level(s)

Prerequisites: EN 101, MA 132, MG 206

English Placement Level: EN 202

Math Placement Level: MA 161

5. Estimated Cost of Course; Instructional Resources Needed

Cost to the Student: Tuition for a 3-credit course; instructional materials fee; and cost of the textbook.

Cost to the College: Instructor's salary.

Instructional resources needed for this course include whiteboard and markers, instructor's laptop, multimedia projector, screen, DVDs, appropriate reference materials, and photocopying.

6. Method of Evaluation

Student grades will be based on the regular letter grade system as described below:

A: Excellent – grade points: 4.0;

B: Above average – grade points: 3.0;

C: Average – grade points: 2.0;

D: Below average – grade points: 1.0;

F: Failure – grade points: 0.0.

NMC's grading and attendance policies will be followed.

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7. Course Outline

This is a topical outline and does not necessarily indicate the sequence in which the material will be presented.

- 1.0 Today's World of Work
 - 1.1 World trends and the workplace
 - 1.2 Responses to workplace challenges
 - 1.3 Skills-based and lifelong learning
 - 1.4 International career directions – global needs

- 2.0 Self-Assessment
 - 2.1 Understanding yourself
 - 2.2 Defining success
 - 2.3 Exploring expectations
 - 2.4 Setting goals for self-improvement
 - 2.5 Adding value to an employer
 - 2.6 International career directions

- 3.0 Personal Development
 - 3.1 Communication skills
 - 3.2 Business etiquette
 - 3.3 Personal care and appearance
 - 3.4 Stress and time management

- 4.0 Career Paths
 - 4.1 Career trends
 - 4.2 Locating jobs

- 5.0 Career Portfolio
 - 5.1 Building skills
 - 5.2 Skill building opportunities
 - 5.3 Developing your plan
 - 5.4 Developing your portfolio
 - 5.5 Presenting your portfolio

- 6.0 Finding Jobs
 - 6.1 Today's job market
 - 6.2 Visible and hidden markets
 - 6.3 International jobs

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- 7.0 Résumés, Job Applications and Letters
 - 7.1 Traditional and nontraditional résumés
 - 7.2 Writing your résumé
 - 7.3 Curriculum vitae
 - 7.4 Job applications
 - 7.5 Cover letters
 - 7.6 Recommendation letters
 - 7.7 Follow-up letters

- 8.0 Successful Employment Interviews
 - 8.1 Securing an employment interview
 - 8.2 Types of interviews
 - 8.3 Interview preparation
 - 8.4 Conducting a successful interview
 - 8.5 Interview strategies
 - 8.6 After the interview

- 9.0 Accepting or Rejecting a Job
 - 9.1 What you offer the employer
 - 9.2 What the employer offers you
 - 9.3 Cost of living and budgeting
 - 9.4 Communicating your decision

- 10.0 Career Management
 - 10.1 Your first day on the job
 - 10.2 Orientation and training programs
 - 10.3 Growing with the job
 - 10.4 Building professional relationships
 - 10.5 Improving your effectiveness
 - 10.6 Contemporary issues in the workplace
 - 10.7 Workplace ethics

8. Instructional Goals

This course will introduce students to:

- 1.0 The issues and trends that affect today's global workforce;
- 2.0 Comprehensive self-assessment methods to identify their own marketable skills, values and interests;

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- 3.0 Effective communication skills;
- 4.0 The elements of a winning career portfolio;
- 5.0 Effective job searches;
- 6.0 Professional résumés and cover letters;
- 7.0 Successful employment interviews;
- 8.0 The importance of etiquette and ethics in the workplace; and
- 9.0 An on-the-job training experience.

9. Student Learning Outcomes

Upon successful completion of this course, students will be able to:

- 1.0 Discuss the issues and trends that affect today's global workforce;
- 2.0 Conduct a comprehensive self-assessment to identify their own marketable skills, values and interests;
- 3.0 Demonstrate effective communication skills;
- 4.0 Assemble a winning career portfolio;
- 5.0 Conduct an effective job search;
- 6.0 Create a professional résumé and cover letter;
- 7.0 Conduct a successful employment interview;
- 8.0 Explain the importance of etiquette and ethics in the workplace; and
- 9.0 Successfully complete a minimum of 150 hours in an on-the-job training experience.

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10. **Assessment Measures**

Assessment of student learning may include, but not be limited to, the following:

- 1.0 Class attendance and participation
- 2.0 Writing assignments
- 3.0 Online self-assessment and job search
- 4.0 Biweekly reports submitted electronically
- 5.0 Comprehensive career portfolio
- 6.0 Employer evaluation