

Northern Marianas College Course Guide

Course: CE 250 - Introduction to Cooperative Education

Effective Semester / Session: Fall 2018

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:

This course guide was outdated and is being update to reflect current objectives for this course.


 Barbara C. Hunter
 1/11/19


Proposer
 Date

 Dr. Debra A. Steed
 1/11/19

Director, School of Business
 Date

 Adam Walsh
 01.18.19

Language & Format Review Specialist
 Date

Ajani Burrell
 
1.18.19

Academic Council Chair
 Date

Charlotte R. Cepeda
 
1/18/19

Dean, Learning and Student Success
 Date

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1. Department

School of Business

2. Purpose

The purpose of this course is to prepare students for employment by combining meaningful and relevant work experience with classroom studies.

3. Description

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

Required: None

Recommended:

King, M. & Sweitzer, H. (2019). *The Successful Internship; 5th edition*. Cengage.

Readability level: 12

B. Contact Hours

1. **Lecture:** 3 hours per week for the first four weeks / 12 hours per

semester

2. **Lab:** None

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 course focuses on career exploration, career decision-making, resume writing, effective job interviews, effective communication skills in the world of work, self-concepts in relation to job, and on-the-job training that is related to the student's career and educational goals. Prerequisites: Students taking CE 250 must have completed 45 credits towards their degree requirements. English placement level: EN 101. Math placement level: MA 132. (Offered: Fall and spring).

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E. Degree or Certificate Requirements Met by Course

This course is required for the A.A.S. degrees in Business Administration with emphasis in Computer Applications, Business Management, Accounting, and Hospitality Management.

F. Course Activities and Design

This course will integrate classroom-learned skills with on the job experiences. Class includes lectures on basic job etiquette, job interview skills, résumé writing, attitude, assertiveness, self-esteem, leadership, time management, and career planning. Students will complete field assignments and submit regular electronic reports on working hours and activities.

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

Prerequisites: Students taking CE 250 must have completed 45 credits towards their degree requirements; English Placement Level: EN 101. Math Placement Level: MA 132.

5. Estimated Cost of Course; Instructional Resources Needed

Cost to the Student: Tuition for a three-credit course, and the cost of the textbook.

Cost to the College: Instructor's salary, Mileage for NMC supervisor.

Instructional resources needed for this course include: overhead projector, multi-media system, and dry erase board/markers.

6. Method of Evaluation

Student learning will be evaluated on the basis of regular reports, assignments, special projects assigned, supervisor's evaluation, and comprehensiveness of final journal.

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 Workforce trends and challenges
 - 1.1 World trends and the workplace
 - 1.2 Responses to workplace challenges
 - 1.3 Skills-based and lifelong learning
- 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 employee
- 3.0 Personal Development
 - 3.1 Communications skills
 - 3.2 Business etiquette
 - 3.3 Personal care and appearance
 - 3.4 Stress and time management
- 4.0 Career Portfolio
 - 4.1 Building skills
 - 4.2 Skill building opportunities
 - 4.3 Developing your plan
 - 4.4 Developing your portfolio
 - 4.5 Presenting your portfolio
- 5.0 Finding Jobs
 - 5.1 Today's job market
 - 5.2 Visible and hidden markets
 - 5.3 International jobs
- 6.0 Resumes, Job Applications, and Letters
 - 6.1 Traditional and nontraditional resumes
 - 6.2 Writing your resume
 - 6.3 Curriculum vitae
 - 6.4 Job applications
 - 6.5 Cover letters

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6.6 Follow-up letters

8. Instructional Goals

This course will introduce students to:

- 1.0 Current issues in the workplace and trends that affect job requirements;
- 2.0 The process of self-evaluation to determine one's current job skills;
- 3.0 Effective communication skills;
- 4.0 Determining career paths consistent with personal interests;
- 5.0 Building and enhancing a career portfolio;
- 6.0 Locating jobs in the workforce, both locally and abroad;
- 7.0 Developing effective resumes, job applications and follow-up letters;
- 8.0 Employment interviews and how to handle them effectively; and
- 9.0 Workplace ethics and the role they play in work relationships.

9. Student Learning Outcomes

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

- 1.0 Examine issues and trends that affect today's global workforce requirements;
- 2.0 Identify their individual marketable skills and their applicability to the workplace;
- 3.0 Demonstrate effective communication skills;
- 4.0 Recognize career paths and their compatibility with personal interests;

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- 5.0 Develop a marketable career portfolio;
- 6.0 Identify and locate job markets and openings, domestically and internationally;
- 7.0 Prepare effective résumés, job applications, and follow-up letters;
- 8.0 Explain vital elements of employment interviews; and
- 9.0 Explain the role that ethics has in the workplace and work relationships.

10. Assessment Measures

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

- 1.0 Weekly reports;
- 2.0 Special projects assigned;
- 3.0 Research assignments;
- 4.0 Supervisor's evaluation;
- 5.0 Comprehensive final journal; and
- 6.0 Oral presentations.