

**Northern Marianas College**  
**CURRICULUM ACTION REQUEST**

**Effective Semester / Session:** Fall 2008

**Type of Action:**

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

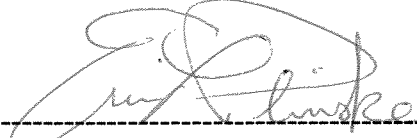
**Course Alpha and Number:** CE 250

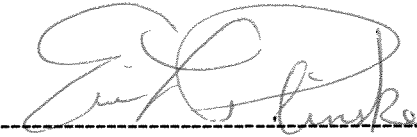
**Course Title:** Introduction to Cooperative Education

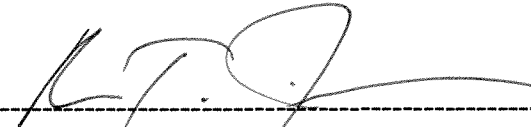
**Reason for initiating, revising, or canceling:**


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.

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Proposer 11/13/08  
Date

  
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Department Chair 11/13/08  
Date

  
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English and Format Reviewer 1/6/09  
Date

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

# Northern Marianas College

## 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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Course: CE 250 Introduction to Cooperative Education

- 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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Course: CE 250 Introduction to Cooperative Education

## 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