

Northern Marianas College
CURRICULUM ACTION REQUEST

Effective Semester / Session: Fall 2018

Type of Action:

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

Course Alpha and Number: CE400


Course Title: Business Cooperative Education

Reason for initiating, revising, or canceling:

This course has been updated to revise the Course Outline, Student Learning Outcomes and Assessment for Student Learning Outcomes to reflect the changes in the content of the course for the cooperative education experience.

 9/21/18
Barbara C. Hunter

Proposer Date

Debra A. Steed  9/21/18

Director, School of Business Date

Adam Walsh  09.24.18

Language & Format Review Specialist Date

Ajani Burrell  9/28/18

Academic Council Chair Date

Charlotte Cepeda  9/28/18

Dean of Learning & Support Services Date

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1. Department
Business

2. Purpose

This cooperative education opportunity provides experiential learning that engages learners in direct experience and focused reflection in order to increase knowledge, develop skills, clarify values, and develop a student's capacity to contribute to their communities.

The cooperative education practicum prepares the student to work directly with professionals from diverse backgrounds. The objective of the course is to give BSBM students the opportunity to provide advice on financial issues, solve problems, analyze complex information, build strong client relationships, and communicate effectively at all levels of business. It is a requirement for students pursuing a BSBM degree including those with a concentration in Accounting.

3. Description

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

Required:

Wheelen, T., Hunger, J. Hoffman, A., & Bamford, C. (2015). *Strategic Management and Business Policy: Globalization, Innovation, and Sustainability*, (14th ed). Upper Saddle Hill, NY: Prentice Hall.

Readability Level: College Level

Recommended: N/A

B. Contact Hours

1. **Lecture:** 3 per week / 45 per semester
2. **Lab:** N/A
3. **Other:** 90 hours per semester of cooperative experience at a business site (8 weeks)

C. Credits

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

D. Catalogue Course Description

This three credit experiential cooperative education course provides students with an opportunity to work as a team on real business problems with local business organizations selected by NMC. BSBM students will work as a consulting team with a client and an advisor in a business environment to develop solutions that will be put to use by the client. Student teams develop

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their analyses and recommendations over the semester to complete and present their final projects to the client senior management and advisor. Prerequisites: Successful completion of all core course and general education requirements, as well as all 300 level business courses with a "C" or higher or permission from the Department Chair of the Business Program. English Placement Level: EN 202. Math Placement Level: MA 161. (Offered Fall and Spring).

E. Degree or Certificate Requirements Met by Course

Bachelor of Science in Business Management

F. Course Activities and Design

The course entails a supervised practicum experience in a business setting within the CNMI. The student will work with a mentor and will be supervised by a School of Business faculty member. The practicum is designed to incorporate on-site experience, observations, weekly reflections, seminars, and the development of a comprehensive audit report.

4. Course Prerequisite(s); Concurrent Course Enrollment

Prerequisites: Successful completion of all core course and general education requirements, as well as all 300 level business courses with a "C" or higher or permission from the Director of the School of Business Program.
Concurrent Course Enrollment: N/A

Required English/Mathematics Proficiency Level(s)

English Placement Level: EN202
Mathematics Placement Level: MA161

5. Estimated Cost of Course; Instructional Resources Needed

Cost to the Student: Tuition for a 3-credit hour course, program course fee, and cost of textbook.

Cost to the College: Instructor's salary, one credit per student for NMC supervisor, mileage to site(s), workshops and seminars.

Instructional resources needed for this course include: overhead projector, photocopy machine, photocopy paper, and dry-erase board.

6. Method of Evaluation

Students will be evaluated based upon observation of their practices by mentors and faculty supervisors. Student learning will be evaluated on the basis of regular reports, assignments, special projects, supervisor's evaluation, and comprehensiveness of the final exam presentation. 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 Understanding the Nature of a Business

- 1.1 The role globalization
- 1.2 Ethnic, socioeconomic, linguistic, and cultural backgrounds
- 1.3 Ethical principles
- 1.4 Personal and company values
- 1.5 Best practices

2.0 Working as a Member of a Team

- 2.1 Problem solving
- 2.2 Interpersonal communication
- 2.3 Professional attitudes and conduct
- 2.4 Fulfilling individual roles and responsibilities

3.0 Developing Proposals

- 3.1 Professional outcomes
- 3.2 Appropriate recommendations to meet the needs of a business
- 3.3 Applying business principles to practical situations
- 3.4 Data collection, data analysis, data interpretation, and report writing

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8. Instructional Goals

The course will introduce students to:

- 1.0 Apply knowledge gained in core business courses;
- 2.0 Demonstrate effective communication in both written and oral forms;
- 3.0 Display professional interpersonal skills in group settings in field sites;
- 4.0 Utilize sound values and ethical principles in business;
- 5.0 Analyze implications of globalization in assignments: and
- 6.0 Create results oriented action plans.

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9. Student Learning Outcomes

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

- 1.0 Evaluate placement site needs and identify best practices in the subject area;
- 2.0 Design a result oriented action plan, which includes a needs assessment, project design, implementation plan, and evaluation;
- 3.0 Demonstrate appropriate skills and dispositions in working as part of a problem-solving team.
- 4.0 Demonstrate an understanding of cultural influences or globalization in business and their implications;
- 5.0 Recommend appropriate modifications and adaptations for businesses practices using relevant, conceptual knowledge and skills facing business organizations;
- 6.0 Display professionally acceptable levels of communication skills in the classroom and on the job sites;
- 7.0 Exhibit ethical principles, personal and company values in the business world; and
- 8.0 Apply multimedia, audio materials, computer software, and current business technology in the classroom.

10. Assessment Measures of Student Learning Outcomes

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

- 1.0 Fulfillment of Roles and Responsibilities in Placement Site;
- 2.0 Fulfillment of Cooperative Learning Experience;
- 3.0 Cooperative Learning Rubric;
- 4.0 Cooperative Learning Checklist;
- 5.0 Formal Observations
- 6.0 Self-Assessment:
- 7.0 Weekly Progress Reports;

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- 8.0 Cooperative Experience Comprehensive Report; and
- 9.0 End of Experience Presentation