

COURSE STRUCTURE

Name of Course: CO-CURRICULUM

Course Code: MPU2432

Credit Hours: 2

Prerequisite/co-requisite: None

Summary: The primary emphasis is on co-curricular activities. This course exposes students to hands on experience on setting parameters and timelines to complete a project. The course focuses on the development of students' communication and problem-solving skills, building attitude and values of leadership, pro-active behaviours and teamwork.

Course Learning Outcomes:

Upon completing this course, the students will be able to:

CLO1: Organize an event with peers [P4, PLO3]

CLO2: Justify problems using creative and critical thinking skills [A3, PLO9]

CLO3: Demonstrate the ability to carry out a team project [A3, PLO8]

Course Format:

Total Student Learning Time (SLT) (L = Lecture; T = Tutorial; P = Practical; EL = E-Learning) :					
Learning Hours				Guided & Independent Learning (hr)	Total Student Learning Time (hr)
L	T	P	EL		
2	4	0	22	52	80

Teaching and Delivery Methods/ Teaching Methodology:

Lectures, Tutorial and/or Practical work, delivered in a combination of guided & independent learning

E-Learning provided by INTI makes learning more accessible and convenient for the students. The blended model utilized by INTI is the integration of E-learning via INTI's Learning Management System and the conventional lecturer-led classroom activities. INTI students are required to access to the online learning materials (additional notes, reading materials, online assessments, discussion forums and etc.), so as to acquire a complete learning process. This also promotes self-directed learning in encouraging INTI students to be independent learners.

Syllabus:

Lecture (s)	Course Content Outline	CLO*
1	Milestone 1 – Project Planning <ul style="list-style-type: none"> - What is co-curriculum? - Benefits of co-curriculum - What is expected of you? - Group formation - Working as a CREATIVE team - Collaborative - Respectful - Entrepreneurial - Accountable - Trustworthy - Innovative - Versatile - Empathy - Learning contract 	1,3
2-3	<ul style="list-style-type: none"> - Project and project management - Co-curricular activity brainstorming - Need Analysis Planning (NAP) - Proposal writing 	1-3
4-5	Project Proposal Presentation <ul style="list-style-type: none"> - Project Proposal - Proposal Presentation Slides 	1-3
6-9	Milestone 2 – Project Implementation <ul style="list-style-type: none"> - Understand yourself and your team - Communication - Leadership - Team Management - Portfolio: Project Progress Report Observation 	1-3
10-13	Milestone 3 – Project Execution <ul style="list-style-type: none"> - Problem Solving - Project Presentation 	1,3
14	Wrap Up <ul style="list-style-type: none"> - Project Post-Mortem 	1-3

Student Evaluation:

Continuous Assessment		Percentage (%)	CLO
1	Group Presentation	30	3
2	Individual Reflection	15	2
3	Group Project	55	1
4			
5			
Final Assessment		Percentage (%)	CLO
Nil			
Total		100%	

100% Coursework

Final exam format: Nil

Grading Scale:

A+ (90-100), A (80-89), A- (75-79), B+ (70-74), B (65-69), B- (60-64), C+ (55-59) C (50-54), C- (45-49), D (40-44), F (0-39) RP (Resubmission Pass) Marks capped at 50 RF (Resit Fail) (0-49)

IMPORTANT NOTE:

1. A student who obtains a grade C- (45-49 marks) in a 100% coursework module will be allowed to resubmit the coursework component determined by the lecturer and ascertained at the Exam Board. Resubmission marks will be capped at a maximum of 50 marks or a grade C.
2. Students who fail have to repeat the subject.

Additional Information: NIL

Main Reference(s) Supporting Course:

1. Wells, K. N., & Kloppenborg, T. J. (2018). Project management essentials. Business Expert Press.
2. PMI, (2017). A Guide to the Project Management Body of Knowledge. Project Management Institute, Inc. Pennsylvania, United States of America.

Additional References:

1. Createspace Independent Publication. (2016). Project Management Step by Step: How to Plan and Manage a Highly Successful Project, US: Createspace Independent Publication
2. Newton, R. (2016). Project Management Step by Step: How to Plan and Manage a Highly Successful Project, 2nd Edition. UK: Pearson Prentice Hall Business.
3. Harvard Business Review. (2013). HBR Guide to Project Management (Harvard Business Review Guides) US: Harvard Business School Press.