_____SOUTH SEATTLE COMMUNITY COLLEGE_____

Technical Education Division

COURSE OUTLINE
Thomas Mayburry
8/27/08

DEPARTMENT:	Professional Technical Education
CURRICULUM:	BAS/Hospitality Management
COURSE TITLE:	Professional Career Development
COURSE NUMBER:	HMG 489
TYPE OF COURSE:	Lecture
COURSE LENGTH:	1 quarter
CREDIT HOURS:	3
LECTURE HOURS:	33
LAB HOURS:	0
CLASS SIZE:	30
PREREQUISITES:	Students must be enrolled as BAS students in the Hospitality Management Program or approved by instructor.
COURSE DESCRIPTION:	Survey course which prepares students for industry employment, resume writing, interview skills, professional dress, and business etiquette.

SOUTH SEATTLE COMMUNITY COLLEGE STUDENT LEARNING OUTCOMES ADDRESSED:

1. Communication - Read and listen actively to learn and communicate. Speak and write effectively for personal, academic, and career purposes. In this course, students will read each assigned chapter, listen to demonstrations by the instructors, and communicate with peer information gathered by research.
3. Human Relations - Use social interactive skills to work in groups effectively. Recognize the diversity of cultural influences and values of peers, colleagues, and the Hospitality Industry overall. Students will have the opportunity to work in a group setting with peers of different ethnicity. Therefore, students will be required to interact in a professional manner at all times.
4. Critical Thinking and Problem Solving - This course requires students to think critically in regard to identify and evaluate the different segments of the hospitality industry and make decisions regarding their career path. .
5. Technology- Students will select and use appropriate technological tools to investigate different segments of the hospitality industry.
6. Personal Responsibility - Demonstrate the ability to be timely, responsible for tasks

assigned as well as working independently, value one's own skills and abilities and value intellectual inquiry and ethical behavior. Be motivated in the pursuit of gaining more knowledge of the Hospitality Industry.

7. Information Literacy - Access and evaluate information from a variety of resources, including research in the library, various website searches, reading textbooks, and peer discussion. Students will be sharing their information through formal and informal class discussion and a formal presentation.

BAS HOSPITALITY MANAGEMENT PROGRAM OUTCOMES ADDRESSED:

3. Describe a hospitality business philosophy.
4. Utilize computer technology.
8. Demonstrate a competency in understanding and executing human resource policy and practices consistent with organization objectives and third party regulatory entities
9. Demonstrate knowledge in personal skills as it pertains to the hospitality industry including professional business etiquette and ethics.
10. Apply basic principles of management and leadership.
11. Recognize diversity of cultural influences and values.
12. Manage and implement daily operations of a hospitality enterprise.
13. Understand and apply basic principles of business law and ethics.

TOPICAL OUTLINE: APPROX. 33 HOURS

I. Exploration and development of a focused career plan to assure the next career step upon completion of the BAS hospitality degree.
II. Development of lifetime career management skills by researching career trends in the hospitality industry
III. Development and maintenance of a current resume within targeted industry standards,
IV. Acquirement of competent interviewing skills appropriate to the hospitality industry.
V. Preparation and development of an internship plan that meets the BAS hospitality program requirements.
VI. Possess the etiquette skills required for an interview meal and other job-related events.

Originated by Tom Mayburry
10/03/08