

SOUTH SEATTLE COLLEGE
Technical Education Division

COURSE OUTLINE
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DEPARTMENT:	Professional Technical Education
CURRICULUM:	BAS/Hospitality Management
COURSE TITLE:	Professional Career Development
COURSE NUMBER:	HMG 489
TYPE OF COURSE:	Online
COURSE LENGTH:	1 quarter
CREDIT HOURS:	1
LECTURE HOURS:	11
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:	This course prepares students for industry job searching and resume writing. It introduces interview skills and techniques, and business etiquette in personal and electronic communication.

STUDENT LEARNING OUTCOMES ADDRESSED:

Communication

- Read and listen actively to learn and communicate.
- Speak and write effectively for personal, academic, and career purposes.

Human Relations

- Use social interactive skills to work in groups effectively.
- Have knowledge of the diverse cultures represented in our multicultural society.

Critical Thinking and Problem Solving

- Think critically in evaluating information, solving problems and making decisions.

Technology

- Ability to select and apply appropriate technology tools for personal, academic, and career tasks. Students in this course will utilize technology to view lectures, take tests, and submit assignments via online tools.

Personal Responsibility

- Uphold the highest standard of academic honesty and integrity.
- Respect the rights of others in the classroom, online and in all other school activities.
- Attend class regularly, complete assignments on time and effectively participate in classroom and online discussions, group work and other class-related projects and activities.

PROGRAM OUTCOMES:

1. Demonstrate a competency in understanding and executing human resource policy and practices consistent with organization's objectives and third party regulatory entities
2. Demonstrate knowledge in personal skills as it pertains to the hospitality industry including professional business etiquette and ethics
3. Apply basic principles of management and leadership
4. Recognize diversity of cultural influences and values
5. Understand and apply basic rules of business law and ethics

GENERAL COURSE OBJECTIVES:

After successfully completing this course the student will be able to:

1. Present their own personalized "60 seconds sell" – explain in a short and concise manner their career goal and ideal position while highlighting their skills and experience.
2. Write their own Resume that emphasizes their skills and abilities, while focused on their career Objective.
3. Demonstrate interview skills and techniques appropriate for their career objective.
4. Answer situational interview questions in a professional manner while emphasizing their skills and experience in the industry.
5. Understand the importance of professional business attire in the hospitality industry and demonstrate understanding of basic industry standards.
6. Demonstrate understanding of principles of business etiquette.
7. Demonstrate understanding of etiquette in personal communication as well as in phone and electronic communication.