

CLASS NUMBER AND NAME:	CM060A-INTERNET RESEARCH FOR THE TRAVEL AND HOSPITALITY INDUSTRY
TOTAL HOURS/ UNITS:	25 HOURS/1 UNIT
PREREQUISITES:	CM050A—Introduction to the Internet
TEXTS AND MATERIALS:	<i>Each student will create a career portfolio. The career portfolio is a tool the graduates will use to organize information about themselves, which is then used to help them in their job search.</i>
CLASS DESCRIPTION:	This class will provide the student with an opportunity to use the Internet to research companies in preparation for job search. In addition to researching companies, the students will create a career portfolio. The career portfolio is a tool the graduates will use to organize information about themselves, which is then used to help them in their job search. Students will use the Internet and the e-library.
CLASS OBJECTIVES:	Students will be able to demonstrate their researching capabilities on the Internet, use of the e-library, related to job opportunities in the Tourism, Hospitality and Wine industries, and how to use their career portfolio in an interview.
CLASS FORMAT OVERVIEW:	This class is a lab. Lab time is spent completing assignments using the Internet.
METHOD OF INSTRUCTION:	Students are to complete the assignments provided by the instructor. There is no lecture.
ATTENDANCE:	<p>It is expected that each student will be in class <u>when class begins</u>. Should the student arrive more than <u>five minutes late</u> they should notify the instructor of their presence, it will be up to the instructor to decide if the student has arrived in time to be counted as present- the instructor's decision is final.</p> <p><u>80% attendance is mandatory</u> <u>90% or above is mandatory for those who are in a full program and qualify for the internship</u></p> <p>It will be the student's responsibility to learn of any assignments given in class when absent.</p>
TESTING:	Students are required to complete and have approved a Career Portfolio, show proof of career research of local companies and use e-mail to contact the instructor.

LATE TESTING: Turning in the Career Portfolio and career research will result in a 10% penalty in the overall score.

GRADING POLICIES: The work submitted will be evaluated according to the specified requirements of the assigned work.

**ANTICIPATED LEARNING
OUTCOMES:**

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

1. Demonstrate an ability to use search engines for research.
2. Use E-mail to send and receive messages, including instructions and assignments from instructor.
3. Efficiently use the Internet to research potential employers.
4. Demonstrate the ability to use their career portfolio in an interview.
5. Demonstrate an organized approach to job search buy the creation of their personalized career portfolio.