



MABALACAT CITY COLLEGE

INSTITUTE OF HOSPITALITY AND TOURISM MANAGEMENT

First Semester A.Y. 2023-2024

Outcome-Based Teaching and Learning Plan and Module Guide for Professional Development and Applied Ethics (*THC-PROFDEV*)



VISION: Mabalacat City College envisions itself to be the top choice in the community it serves for quality education and training by 2025.

MISSION: The Mission of Mabalacat City College is to meet the needs of its community as a center for learning aiming for open admission policy.

COURSE DESCRIPTION:

This course is intended to develop the skills, knowledge, professional etiquette, manners, appearance, performance outcomes and the holistic personality of students to become professionals in the field of the hospitality and tourism industry. Students will be taught on how to apply the ideas in improving one's personality and ways on how they are going to be valued in the business industry by means of presenting their ideas like company meetings, professional networking, interviews and through proposals of services considering the proper collaboration to their associates and portraying professional business ethics. It also teaches writing skills and emphasize in research career options and company potentiality and stability to develop a strong and effective career pathway. At the end of this course, students will be having a culminating activity which they will showcase all the knowledge and skills they acquired with the course.

PROGRAM INTENDED LEARNING OUTCOMES (PILO) (BASED ON CMO):

1. Perform work activities effectively and efficiently to the standards expected in the operation required in the Tourism industry/hospitality sector.
2. Undertake tasks, functions, duties and activities in the operations of the hotel, restaurants, travel, government and non-government agencies in accordance with the competency standards.
3. Analyzes situation, identifies problems, and formulates solutions and implements corrective and/or mitigating measures and action.

PRE-REQUISITE: None

NUMBER OF UNITS: 3 Units Lecture

LEARNING OUTCOMES:

1. Acquire knowledge and apply techniques in developing one's personality





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2. Establish a well-balanced personality for better interpersonal relationship
3. Learn and acquire proper social graces and behavioral skills in various professional and social situations
4. Acquire knowledge and apply techniques in developing one's personality
5. Establish a well-balanced personality for better interpersonal relationship
6. Learn and acquire proper social graces, etiquette and behavioral skills in various professional and social situations
7. To inculcate good moral character and spiritual values inspired by an abiding faith in God
8. Realizing the importance of personal development in making a career decision

COURSE OUTLINE

Week	Topic	Learning Materials (with references following OER plagiarism and IPR policies)	Intended Learning Outcomes (ILO)	Assessment Tasks (Requirements with schedule or time allotment)	Sustainable Development Goals (SDG) Coherence
GLOBAL KNOWLEDGE					
3-4	Course Outline Distribution and Course Orientation Introduction to Personal Development <ul style="list-style-type: none"> □ Three (3) Aspects/Domains of Human Development 	PowerPoint Presentation : 50 minutes approximately Abridged Lecture Notes (PDF) : 45 minutes approximately Reading Materials: Chapter 1 – Introduction to Personal Development, Ricardo Rubio Santos., <i>Personal Development, Second Edition (2019)</i> . Page: 3 Jule Specht, 2017., <i>Personality Development Across Lifespan</i> Chapters 1-5 Pages: 9-55	<ul style="list-style-type: none"> □ Introducing the topics to be discuss on the Professional Development and Applied Ethics 	Worksheet 1: 30 Minutes (Short Essay/Objective Type) Due Date: Sept. 28, 2023	SDG No. 3: Good Health and Well-being SDG No. 5: Gender Equality





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	<ul style="list-style-type: none"> <input type="checkbox"/> Human Development <input type="checkbox"/> Personality Development <input type="checkbox"/> Spheres of Personality <input type="checkbox"/> Components of Personality <input type="checkbox"/> Personality Type keys <input type="checkbox"/> Personality differences <input type="checkbox"/> Personal, Development <input type="checkbox"/> Origins of Personal Development <input type="checkbox"/> Psychology and Personal Development 	<p>Geukes, K., van Zalk, M., & Back, M. D. (2018). Understanding Personality Development: An Integrative state process model. <i>International Journal of Behavioral Development</i>, 42(1), 43-51. https://doi.org/101177/0165025416677647</p> <p>Video: "What is Personality Development? What does Personality Development mean" https://youtube.com/watch?v=GVKLxofeADc</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Understand the human development <input type="checkbox"/> Differentiate internet from worldwide web <input type="checkbox"/> Determine the spheres of personality 		<p>SDG No. 10: Reduced Inequality</p>
<p>5-6</p>	<p>Knowing Oneself</p> <ul style="list-style-type: none"> <input type="checkbox"/> Actual Self vs. Ideal Self <input type="checkbox"/> Nature, Nurture, and Personality <input type="checkbox"/> Trait Theories 	<p>PowerPoint Presentation : 50 minutes approximately Abridged Lecture Notes (PDF): 45 minutes approximately</p> <p>Reading Materials: Chapter 2 – Knowing Oneself, Ricardo Rubio Santos., <i>Personal Development, Second Edition (2019)</i>. Page: 14</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Differentiate actual self from ideal self <input type="checkbox"/> Explain the nature, nurture, and personality 	<p>Worksheet 2: 30 Minutes (Short Essay/ Objective Type) Due Date: Oct. 12, 2023</p>	<p>SDG No. 3: Good Health and Well-being SDG No. 5: Gender Equality</p>





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	<input type="checkbox"/> Measuring personality	<p>Bockler, A., Herrmann, L., Trautwein, F, et al, Know Thy Selves: Learnig to Understand Oneself increases the ability to understand others. J Cogn Enhanc1, 197-209(2017). https://doi.org/10.1007/s41465-01700236</p> <p>Video: "How to know Yourself" https://youtube.com/watch?v=4ITbWQ8zD3w</p>	<input type="checkbox"/> Understand the trait theories <input type="checkbox"/> Identify the measuring personality		SDG No. 10: Reduced Inequality
GLOBAL/ NATIONAL/ LOCAL KNOWLEDGE					
7	Developing the whole Person <ul style="list-style-type: none"> <input type="checkbox"/> Holistic Development <input type="checkbox"/> Holism and Gestalt <input type="checkbox"/> The various aspect of holistic development <input type="checkbox"/> Basic drives and Affect <input type="checkbox"/> Feelings and Emotions <input type="checkbox"/> Attitudes and Behavior 	<p>PowerPoint Presentation : 50 minutes approximately Abridged Lecture Notes (PDF): 45 minutes approximately</p> <p>Reading Materials: Chapter 3 – Developing the Whole Person, Ricardo Rubio Santos., <i>Personal Development, Second Edition (2019)</i>. Page: 24</p> <p>Bockler, A., Herrmann, L., Trautwein, F, et al, Know Thy Selves: Learnig to Understand Oneself increases the ability to understand others. J Cogn Enhanc1, 197-209(2017). https://doi.org/10.1007/s41465-01700236</p>	<input type="checkbox"/> Describe the holistic development <input type="checkbox"/> Identify the holism and gestalt <input type="checkbox"/> Understand the basic drives and affect, feelings and emotions, and attitudes and behavior	<p>Worksheet 3: 30 Minutes (Short Essay/ Objective Type)</p> <p>Due Date: Oct. 19, 2023</p>	<p>SDG No. 3: Good Health and Well-being</p> <p>SDG No. 5: Gender Equality</p> <p>SDG No. 10: Reduced Inequality</p>
8	MIDTERM EXAM				
GLOBAL/ NATIONAL/ LOCAL KNOWLEDGE					





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11	<p>Professional Grooming and Etiquette</p> <ul style="list-style-type: none"> <input type="checkbox"/> Making an Impression <input type="checkbox"/> Building your Professional Wardrobe <input type="checkbox"/> Specifics of Dress <input type="checkbox"/> The types of dress <input type="checkbox"/> Fashion Optical Illusion <input type="checkbox"/> Factors Influencing Choice of Color in Clothing 	<p>PowerPoint Presentation : 50 minutes approximately Abridged Lecture Notes (PDF): 45 minutes approximately</p> <p>Reading Materials: Professional Grooming and Etiquette Michael Climicata (2014). Fashion Advice: What You Need to Know to Look Good</p> <p>A Quick Guide to Professional Dress for Man and Women, The Career Service Ambassadors (CSA) https://sph.emory.edu/careers/documents/ProfessionalDressforSuccess.pdf</p> <p>Video: "Professional Etiquette" https://youtube.com/watch?v=1MX3-AoUw_Y</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Explain the professional grooming and etiquette <input type="checkbox"/> Identify the professional wardrobe <input type="checkbox"/> Understand the factors influencing choice of color in clothing 	<p>Worksheet 4: 30 Minutes (Short Essay/ Objective Type)</p> <p>Due Date: Nov. 23, 2023</p>	<p>SDG No. 3: Good Health and Well-being</p> <p>SDG No. 5: Gender Equality</p> <p>SDG No. 10: Reduced Inequality</p>
GLOBAL KNOWLEDGE					
12-13	<p>The Power of Mind: The Whole Brain Theory</p> <ul style="list-style-type: none"> <input type="checkbox"/> The Brain <input type="checkbox"/> The Brain Theory <input type="checkbox"/> Herrmann's Four Dominant Quadrants <input type="checkbox"/> Mind Mapping 	<p>PowerPoint Presentation : 50 minutes approximately Abridged Lecture Notes (PDF): 45 minutes approximately</p> <p>Reading Materials: Chapter 7 – The Power of Mind: The Whole Brain Theory Ricardo Rubio Santos., <i>Personal Development, Second Edition (2019)</i>. Page: 76</p> <p>Estrada, M., Moliner, M. Á., & Monferrer, D. (2019). The Relation between Learning Styles according to the Whole Brain Model and Emotional</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Understand the whole brain theory <input type="checkbox"/> Explain the herrmann's four dominant quadrants <input type="checkbox"/> Describe the mind mapping 	<p>Worksheet 5: 30 Minutes (Short Essay/ Objective Type)</p> <p>Due Date: Dec. 7, 2023</p>	<p>SDG No. 3: Good Health and Well-being</p> <p>SDG No. 5: Gender Equality</p>





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		<p>Intelligence: A study of university students. <i>Estudios Sobre Educacion</i>, 36, 85–111. https://doi.org/10.15581/004.36.85-111</p> <p>Video: “What is Whole Brain Thinking?” https://www.herrmann.comau/what-is-whole-brain-thinking/</p>			SDG No. 10: Reduced Inequality
GLOBAL/ NATIONAL/ LOCAL KNOWLEDGE					
14	<p>Personal and Social Relationship</p> <ul style="list-style-type: none"> <input type="checkbox"/> Relationship and Personal Relationship <input type="checkbox"/> Attachment <input type="checkbox"/> Attraction <input type="checkbox"/> Reasons of Attraction to other person <input type="checkbox"/> Love and Intimacy <input type="checkbox"/> Sternberg’s Triangular Theory of love <input type="checkbox"/> Commitment <input type="checkbox"/> Social Relationship 	<p>PowerPoint Presentation : 50 minutes approximately Abridged Lecture Notes (PDF): 45 minutes approximately</p> <p>Reading Materials: Chapter 10 – Personal Relationship, Ricardo Rubio Santos., <i>Personal Development, Second Edition (2019)</i>. Page: 116</p> <p>Chapter 11 – Social Relationship, Ricardo Rubio Santos., <i>Personal Development, Second Edition (2019)</i>. Page: 132</p> <p>Part II- Formation of social relationships Lea Pulkkinen and Avshalom Caspi (2002) <i>Paths to Successful Development: Personality in The Life Course</i> Page:71</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Explain personal and social relationship <input type="checkbox"/> Identify the sternberg’s triangular theory of love <input type="checkbox"/> Discuss the goleman’s social intelligence theory <input type="checkbox"/> Understand the theories of leadership 	<p>Worksheet 6: 30 Minutes (Short Essay/ Objective Type)</p> <p>Due Date: Dec. 14, 2023</p>	<p>SDG No. 3: Good Health and Well-being</p> <p>SDG No. 5: Gender Equality</p> <p>SDG No. 10: Reduced Inequality</p>





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	<ul style="list-style-type: none"> <input type="checkbox"/> Goleman's Social Intelligence Theory <input type="checkbox"/> Theories of Leadership 				
GLOBAL AND NATIONAL KNOWLEDGE					
15	<p>Persons and Careers & Career Pathways and Insights into One's Personal Development</p> <ul style="list-style-type: none"> <input type="checkbox"/> Career and Career Development <input type="checkbox"/> Four Career Development Theories <input type="checkbox"/> Internal Factors Affecting One's Choice of Career <input type="checkbox"/> Career Pathways <input type="checkbox"/> How to Make a Good First Impression? <input type="checkbox"/> Creating a good Resume 	<p>PowerPoint Presentation : 50 minutes approximately Abridged Lecture Notes (PDF): 45 minutes approximately</p> <p>Reading Materials: Chapter 14 – Persons and Careers, Ricardo Rubio Santos., <i>Personal Development, Second Edition (2019)</i>. Page: 168</p> <p>Chapter 15 – Career Pathways, Ricardo Rubio Santos., <i>Personal Development, Second Edition (2019)</i>. Page: 184</p> <p>Chapter 16 – Insights into One's Personal Development , Ricardo Rubio Santos., <i>Personal Development, Second Edition (2019)</i>. Page: 208</p> <p>Part VI- Personal goals and well-being Lea Pulkkinen and Avshalom Caspi (2002) <i>Paths to Successful Development: Personality in The Life Course</i> Page:329</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Describe the four career development theories <input type="checkbox"/> Identify the internal factors affecting one's choice of career <input type="checkbox"/> Discuss how to make a good first impression <input type="checkbox"/> Discuss how to make a good resume 	<p>Worksheet 7: 30 Minutes (Short Essay/ Objective Type)</p> <p>Due Date: Dec. 21, 2023</p>	<p>SDG No. 3: Good Health and Well-being</p> <p>SDG No. 8: Decent Work and Economic Growth</p>





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16	FINAL EXAM/ OUTPUT
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SUMMARY OF REVISIONS:

Revision	Date	Updated by	Short Description of Changes
1.0	August 23, 2023	Jae Ann M. Dela Cruz	Inclusion of Sustainable Development Goals Statement (August 2023)

GENERAL GUIDELINES AND POLICIES:

As the College currently follows Hybrid Delivery of Learning on its instruction, the following general guidelines and policies are set by the School to be followed by the faculty-in-charge and the students of the course.

Attendance

Checking of attendance during face-to-face classes is a requirement and will be strictly observed.

Academic Integrity

Observance of the outmost academic integrity shall be observed by the students of the course. Plagiarism, cheating, and other forms of academic dishonesty shall not be tolerated by the faculty-in-charge nor the Institute.

Accomplishment of Requirements

All requirements given by the instructor/faculty-in-charge of the course to the students shall be called/referred to/addressed as “work output”. Each work output must be accomplished by the students until the schedule set by the instructor/faculty-in-charge. Final student’s output must also be accomplished by the schedule set by the instructor of the course.





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Line of Communication

The course's official line of communication shall be through the following:

- MS Teams
- FB Messenger official group chat

The utmost respect and courtesy must be observed by students in communicating to their instructor/faculty-in-charge of the course and to their classmates and vice versa. Any form of disrespectful and discourteous way of communication shall not be tolerated by the School.

Instructional Materials (IMs)

Working students may avail of the modular type of teaching. MS Teams on-line platform may be utilized by the instructor/faculty-in-charge of the course to the students – adapting the flexible learning scheme.

Grading System:

Midterm

Formative & Summative Assessments	60%
Major Examination (Midterm)	40%

Final

Formative & Summative Assessments	60%
Major Examination (Finals)	40%

References:

Library resources: Ricardo Rubio Santos., *Personal Development, Second Edition (2019)*.

Other resources: Jule Specht, 2017., *Personality Development Across Lifespan*





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Michael Climicata., *Professional Grooming and Etiquette (2014).*

Geukes, K., van Zalk, M., & Back, M. D., *Understanding Personality Development (2018).*

Bockler, A., Herrmann, L., Trautwein, F, et al., *Know Thy Selves: Learnig to Understand Oneself increases the ability to understand others. J Cogn Enhanc1, 197-209(2017).*

Estrada, M., Moliner, M. Á., & Monferrer, D.,*The Relation between Learning Styles according to the Whole Brain Model and Emotional Intelligence (2019).*

Article: A Quick Guide to Professional Dress for Man and Women, The Career Service Ambassadors (CSA)
<https://sph.emory.edu/careers/documents/ProfessionalDressforSuccess.pdf>

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