2010 Mississippi Curriculum Framework

Postsecondary Hospitality and Tourism Management Technology
(Program CIP: 52.0901 – Hospitality Administration/Management)
(Program CIP: 52.0903 – Travel and Tourism)
(Program CIP: 12.0500 – Culinary Arts Technology)

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Published by

Office of Vocational Education and Workforce Development
Mississippi Department of Education
Jackson, MS 39205

Research and Curriculum Unit for Workforce Development
Vocational and Technical Education
Mississippi State University
Mississippi State, MS 39762

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American Hotel and Lodging Association materials used with permission.

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Preface

Hospitality and Tourism Technology Research Synopsis

Articles, books, Web sites, and other materials listed at the end of each course were considered during the revision process. These references are suggested for use by instructors and students during the study of the topics outlined.

Industry advisory team members from colleges throughout the state were asked to give input related to changes to be made to the curriculum framework. Ability to participate in a team environment, decision-making skills, problem-solving skills, and etiquette are important. Dedication, the ability to finish tasks, and the ability to trouble shoot problems are also needed. Other skills are customer service, time management, punctuality, attention to detail, and the ability to follow directions. Occupational-specific skills stated include following recipes and adjusting yields, and computer skills are needed. The most important occupational-specific skills of recent graduates include effective communication skills, computer skills, food preparation, and housekeeping skills. Safety practices emphasized include ServSafe Certification and procedures. Instructors from colleges throughout the state were also asked to give input on changes to be made to the curriculum framework.

Curriculum

The following national standards were referenced in each course of the curriculum:

- CTB/McGraw-Hill LLC *Tests of Adult Basic Education, Forms 7 and 8* Academic Standards
- 21st Century Skills
- American Hotel and Lodging Association Educational Institute, National Restaurant Association Education Foundation – Manage First Certification, and ServSafe Certification

Industry and instructor comments, along with current research, were considered by the curriculum revision team during the revision process, and changes were made as needed and appropriate. Many of the skills and topics noted in the research were already included in the curriculum framework. Specific changes made at the April 1–3, 2009, curriculum revision meeting include the following:

- Competencies and objectives were reviewed to ensure accuracy and appropriateness.
- Course/lab hours were adjusted to be more flexible for all colleges. Culinary added a 1-year certificate option in Food Preparation. The name of Seminar in Travel and Tourism was changed to Fundamentals in Travel and Tourism. The articulation agreement was adjusted, and MS-CPAS2 blueprint was changed to reflect changes in the curriculum.
- The Recommended Tools and Equipment list was updated.

Assessment

Students will be assessed using the *Hospitality and Tourism Technology MS-CPAS2 test.*

Professional Learning

It is suggested that instructors participate in professional learning related to the following concepts:

- Working with Chocolate
• Ice Sculpting  
• Food Styling  
• Working with Sugar  
• Meat Fabrication  
• Cake Decoration

**Articulation**

Articulation credit from Secondary Culinary and Related Foods Technology to Postsecondary Hospitality and Tourism Management Technology will be awarded upon implementation of this curriculum by the college. The course to be articulated is Safety and Sanitation (HRT 1213-4) with the stipulation of passing the MS-CPAS2 according to SBCJC guidelines and passing the ServSafe Sanitation certification exam or equivalent before articulation will be granted for Sanitation and Safety (HRT 1213-4).

Articulation credit from Secondary Hotel, Restaurant, and Tourism Technology to Postsecondary Hospitality and Tourism Management Technology will be awarded upon implementation of this curriculum by the college. The course to be articulated is Introduction to the Hospitality and Tourism Industry (HRT 1123) with the stipulation of passing the MS-CPAS2 according to SBCJC guidelines.

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*Statewide articulations are subject to change as secondary and postsecondary curriculum revisions occur.*

*All articulations listed in this document are effective as of July 1, 2008, unless otherwise noted.*

<table>
<thead>
<tr>
<th>SEC Program</th>
<th>PS Program</th>
<th>PS Courses</th>
</tr>
</thead>
</table>
| S Hotel Restaurant & Tourism Management (CIP 52.0901) | PS Hospitality & Tourism Management Technology  
  • (CIP: 52.0901) Hospitality Administration/Management  
  • (CIP 52.0903) Travel and Tourism  
  • (CIP 12.0500) Culinary Arts Technology | HRT 1123 – Introduction to the Hospitality and Tourism Industry |
Statewide Guidelines on Articulated Credit

Eligibility

- To be eligible for articulated credit, a student must:
  - Complete the articulated Secondary Vocational Program.
  - Score 80% or higher on the Mississippi Career Planning and Assessment System (MS-CPAS2) in the secondary program of study.

- To be awarded articulated credit, a student must:
  - Complete application for articulated credit at the community or junior college.
  - Enroll in the community or junior college within 18 months of graduation.
  - Successfully complete 12 non-developmental career–technical or academic credit hours in the corresponding articulated postsecondary career–technical program of study.

How MS-CPAS2 Will Be Documented

- The Research and Curriculum Unit of Mississippi State University will provide the SBCJC a list of all secondary CTE students scoring at or above the 80th percentile for the articulated programs.
- The SBCJC will forward the list of students eligible for articulated credit to the colleges.

Transcripting of Articulated Credit

- Students must complete 12 non-developmental career–technical or academic credit hours in the articulated postsecondary career–technical program of study before the articulated credit is transcripted.
- No grade will be given on the transcript for articulated courses; only hours granted will be transcripted (thus resulting in no change in quality points).

Time Limit

- MS-CPAS2 scores will be accepted to demonstrate competencies for up to 18 months after high school graduation.

Cost

- No costs will be assessed on hours earned through articulated credit.
Foreword

As the world economy continues to evolve, businesses and industries must adopt new practices and processes in order to survive. Quality and cost control, work teams and participatory management, and an infusion of technology are transforming the way people work and do business. Employees are now expected to read, write, and communicate effectively; think creatively, solve problems, and make decisions; and interact with each other and the technologies in the workplace. Vocational–technical programs must also adopt these practices in order to provide graduates who can enter and advance in the changing work world.

The curriculum framework in this document reflects these changes in the workplace and a number of other factors that impact local vocational–technical programs. Federal and state legislation calls for articulation between high school and community college programs, integration of academic and vocational skills, and the development of sequential courses of study that provide students with the optimum educational path for achieving successful employment. National skills standards, developed by industry groups and sponsored by the U.S. Department of Education and Labor, provide vocational educators with the expectations of employers across the United States. All of these factors are reflected in the framework found in this document.

Referenced throughout the courses of the curriculum are the 21st Century Skills, which were developed by the Partnership for 21st Century Skills, a group of business and education organizations concerned about the gap between the knowledge and skills learned in school and those needed in communities and the workplace. A portion of the 21st Century Skills addresses learning skills needed in the 21st century, including information and communication skills, thinking and problem-solving skills, and interpersonal and self-directional skills. The need for these types of skills has been recognized for some time, and the 21st Century Skills are adapted in part from the 1991 report from the U.S. Secretary of Labor’s Commission on Achieving Necessary Skills (SCANS). Another important aspect of learning and working in the 21st century involves technology skills, and the International Society for Technology in Education, developers of the National Educational Technology Standards (NETS), were strategic partners in the Partnership for 21st Century Skills.

Each postsecondary program of instruction consists of a program description and a suggested sequence of courses that focus on the development of occupational competencies. Each vocational–technical course in this sequence has been written using a common format, which includes the following components:

- Course Name – A common name that will be used by all community and junior colleges in reporting students
- Course Abbreviation – A common abbreviation that will be used by all community and junior colleges in reporting students
- Classification – Courses may be classified as the following:
  - Vocational–technical core – A required vocational–technical course for all students
• Area of concentration (AOC) core – A course required in an area of concentration of a cluster of programs
• Vocational–technical elective – An elective vocational–technical course
• Related academic course – An academic course that provides academic skills and knowledge directly related to the program area
• Academic core – An academic course that is required as part of the requirements for an associate’s degree

• Description – A short narrative that includes the major purpose(s) of the course and the recommended number of hours of lecture and laboratory activities to be conducted each week during a regular semester

• Prerequisites – A listing of any courses that must be taken prior to or on enrollment in the course

• Corequisites – A listing of courses that may be taken while enrolled in the course

• Competencies and Suggested Objectives – A listing of the competencies (major concepts and performances) and of the suggested student objectives that will enable students to demonstrate mastery of these competencies

The following guidelines were used in developing the program(s) in this document and should be considered in compiling and revising course syllabi and daily lesson plans at the local level:

• The content of the courses in this document reflects approximately 75% of the time allocated to each course. The remaining 25% of each course should be developed at the local district level and may reflect the following:
  o Additional competencies and objectives within the course related to topics not found in the state framework, including activities related to specific needs of industries in the community college district
  o Activities that develop a higher level of mastery on the existing competencies and suggested objectives
  o Activities and instruction related to new technologies and concepts that were not prevalent at the time the current framework was developed or revised
  o Activities that implement components of the Mississippi Tech Prep initiative, including integration of academic and vocational–technical skills and coursework, school-to-work transition activities, and articulation of secondary and postsecondary vocational–technical programs
  o Individualized learning activities, including worksite learning activities, to better prepare individuals in the courses for their chosen occupational area

• Sequencing of the course within a program is left to the discretion of the local district. Naturally, foundation courses related to topics such as safety, tool and equipment usage, and other fundamental skills should be taught first. Other courses related to specific skill areas and related academics, however, may be sequenced to take advantage of seasonal and climatic conditions, resources located outside of the school, and other factors.
• Programs that offer an Associate of Applied Science degree must include a minimum 15-semester-credit-hour academic core. Specific courses to be taken within this core are to be determined by the local district. Minimum academic core courses are as follows:
  o 3 semester credit hours  Math/Science Elective
  o 3 semester credit hours  Written Communications Elective
  o 3 semester credit hours  Oral Communications Elective
  o 3 semester credit hours  Humanities/Fine Arts Elective
  o 3 semester credit hours  Social/Behavioral Science Elective

It is recommended that courses in the academic core be spaced out over the entire length of the program so that students complete some academic and vocational–technical courses each semester. Each community or junior college has the discretion to select the actual courses that are required to meet this academic core requirement.

• In instances where secondary programs are directly related to community and junior college programs, competencies and suggested objectives from the high school programs are listed as baseline competencies. These competencies and objectives reflect skills and knowledge that are directly related to the community and junior college vocational–technical program. In adopting the curriculum framework, each community or junior college is asked to give assurances that:
  o Students who can demonstrate mastery of the baseline competencies do not receive duplicate instruction, and
  o Students who cannot demonstrate mastery of this content will be given the opportunity to do so.

• The roles of the baseline competencies are to:
  o Assist community and junior college personnel in developing articulation agreements with high schools, and
  o Ensure that all community and junior college courses provide a higher level of instruction than their secondary counterparts.

• The baseline competencies may be taught as special introduction courses for 3–6 semester hours of institutional credit, which will not count toward associate degree requirements. Community and junior colleges may choose to integrate the baseline competencies into ongoing courses in lieu of offering the introduction courses or may offer the competencies through special projects or individualized instruction methods.

• Technical elective courses have been included to allow community colleges and students to customize programs to meet the needs of industries and employers in their area.

In order to provide flexibility within the districts, individual courses within a framework may be customized by:
  • Adding new competencies and suggested objectives.
  • Revising or extending the suggested objectives for individual competencies.
  • Integrating baseline competencies from associated high school programs.
• Adjusting the semester credit hours of a course to be up 1 hour or down 1 hour (after informing the State Board for Community and Junior Colleges [SBCJC] of the change).

In addition, the curriculum framework as a whole may be customized by:
• Resequencing courses within the suggested course sequence.
• Developing and adding a new course that meets specific needs of industries and other clients in the community or junior college district (with SBCJC approval).
• Utilizing the technical elective options in many of the curricula to customize programs.
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Program Description

The Hotel and Restaurant Management concentration provides specialized occupational instruction in all phases of hotel and restaurant management to prepare students for careers as managers and supervisors in the hospitality and tourism industry. Completion of the 2-year program leads to an Associate of Applied Science degree. Students who complete the Hotel and Restaurant Management Technology program are eligible to obtain ManageFirst Certification from the National Restaurant Association Educational Foundation or certifications from the Educational Institute of the American Hotel and Lodging Association in Specialized Food and Beverage Management and/or Hospitality Operations. In addition, students completing this program will be eligible to obtain ServSafe Sanitation certification from the National Restaurant Association.

The Travel and Tourism concentration provides specialized instruction and practice to prepare students for careers in tourism and travel occupations. Students will also learn how to perform reservation functions on a CRS system. Successful completion of the 2-year program leads to an Associate of Applied Science degree.

The Culinary Arts Technology concentration provides a solid foundation in the methods and science of cooking through exposure to classical, American, and international cuisine as well as the art of baking and pastries. Special emphasis is placed on culinary tools, equipment, techniques, and specialty ingredients. The heart of the Culinary Arts Technology program is hands-on lab instruction by a chef instructor in a commercial kitchen. All students must wear appropriate chef’s uniforms for all lab classes. A 1-year certificate in Culinary Arts: Food Preparation option may be awarded after successful completion of the courses listed in the certificate sequence. Successful completion of the 2-year program leads to an Associate of Applied Science degree in Culinary Arts. Students who complete the Hotel and Restaurant Management Technology program are eligible to obtain ManageFirst Certification from the National Restaurant Association Educational Foundation or certifications from the Educational Institute of the American Hotel and Lodging Association in Specialized Food and Beverage Management. In addition, students completing this program will be eligible to obtain ServSafe Sanitation certification from the National Restaurant Association.

Articulation

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<table>
<thead>
<tr>
<th>Articulated Secondary Course</th>
<th>Articulated Postsecondary Course</th>
</tr>
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<tbody>
<tr>
<td>Culinary and Related Foods Technology Secondary Redesign Culinary and Related Foods Technology</td>
<td>HRT 1213-4 – Safety and Sanitation</td>
</tr>
<tr>
<td>Hotel, Restaurant, and Tourism Technology Hotel and Tourism</td>
<td>HRT 1123 – Introduction to the Hospitality and Tourism Industry</td>
</tr>
</tbody>
</table>
Suggested Course Sequence*
Hotel and Restaurant Management

FIRST YEAR

3 sch  Introduction to the Hospitality and Tourism Industry (HRT 1123)
3 sch  Written Communications Elective
4–5 sch Culinary Principles I (HRT/CUT 1114-5)
3–4 sch Sanitation and Safety (HRT 1213-4)
3 sch  Applied Business Math (BOT 1313)

16–18 sch

3 sch  Rooms Division Management (HRT 1413)
3–4 sch Restaurant and Catering Operations (HRT 1223-4)
3 sch  Elective**
3 sch  Social/Behavioral Science Elective
3 sch  Fundamentals of Microcomputer Applications (CPT 1113)***

15–16 sch

SECOND YEAR

3 sch  Math/Science Elective
3 sch  Humanities/Fine Arts Elective
3 sch  Hospitality Supervision (HRT 2613)
3 sch  Elective**
3 sch  Hospitality Human Resource Management (HRT 2623)

15 sch

3 sch  Elective**
3 sch  Food and Beverage Control (HRT 2233)
3 sch  Oral Communications Elective
3 sch  Elective**

15–18 sch

* Students who lack entry-level skills in math, English, science, and so forth will be provided related studies.

** Electives:
- Hospitality Seminar (HRT 1511, HRT 1521, HRT 1531, HRT 1541, or HRT 1552, HRT 1562, or HRT 1573 or HRT 1514)
- The Professional Tour Guide (HRT 1813)
- The Travel Agency (HRT 1823)
- Marketing Hospitality Services (HRT 2713)
- Travel and Tourism Geography (HRT 1833)
- Hospitality Facilities Management and Design (HRT 2323)
- Hospitality Security Management and Law (HRT 2423)

Postsecondary Hospitality and Tourism Technology
Fundamentals of Travel and Tourism (HRT 2843)
Convention and Meeting Planning (HRT 2853)
Tourism Planning and Development (HRT 2863)
Advertising (MMT 1323)
Human Resource Management (MMT 2233)
Entrepreneurship (MMT 2513)
Accounting Elective
Legal Environment of Business I (BAD 2413)
Nutrition (FCS 1253)
Any Business Marketing/Management Elective
Banking and Finance Elective

Any other technical or academic course as approved by the instructor

*** Any instructor-approved computer applications course
## Suggested Course Sequence*
### Travel and Tourism Concentration

#### FIRST YEAR

<table>
<thead>
<tr>
<th>3 sch</th>
<th>Written Communications Elective</th>
<th>3 sch</th>
<th>Oral Communications Elective</th>
</tr>
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<tbody>
<tr>
<td>3 sch</td>
<td>Introduction to the Hospitality and Tourism Industry (HRT 1123)</td>
<td>3 sch</td>
<td>The Travel Agency (HRT 1823)</td>
</tr>
<tr>
<td>3 sch</td>
<td>Rooms Division Management (HRT 1413)</td>
<td>3 sch</td>
<td>Elective**</td>
</tr>
<tr>
<td>3 sch</td>
<td>The Professional Tour Guide (HRT 1813)</td>
<td>3 sch</td>
<td>Travel and Tourism Geography (HRT 1833)</td>
</tr>
<tr>
<td>3–4 sch</td>
<td>Sanitation and Safety (HRT 1213-4)</td>
<td>3 sch</td>
<td>Fundamentals of Microcomputer Applications (CPT 1113)**</td>
</tr>
<tr>
<td><strong>15–16 sch</strong></td>
<td><strong>18 sch</strong></td>
<td>3 sch</td>
<td>Humanities/Fine Arts Elective</td>
</tr>
</tbody>
</table>

#### SECOND YEAR

<table>
<thead>
<tr>
<th>3 sch</th>
<th>Social/Behavioral Science Elective</th>
<th>3 sch</th>
<th>Elective**</th>
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<tbody>
<tr>
<td>3 sch</td>
<td>Math/Science Elective</td>
<td>3–4 sch</td>
<td>Fundamentals of Travel and Tourism (HRT 2843)</td>
</tr>
<tr>
<td>3 sch</td>
<td>Hospitality Supervision (HRT 2613)</td>
<td>3 sch</td>
<td>Convention and Meeting Planning (HRT 2853)</td>
</tr>
<tr>
<td>3–4 sch</td>
<td>Restaurant and Catering Operations (HRT 1223-4)</td>
<td>3 sch</td>
<td>Elective**</td>
</tr>
<tr>
<td><strong>15–16 sch</strong></td>
<td><strong>15–19 sch</strong></td>
<td>3 sch</td>
<td>Elective**</td>
</tr>
</tbody>
</table>

* Students who lack entry-level skills in math, English, science, and so forth will be provided related studies.

** Electives:
- Applied Business Math (BOT 1313)
- Accounting Elective
- Salesmanship (MMT 1313)
- Hospitality Seminar (HRT 1511, HRT 1521, HRT 1531, HRT 1541, or HRT 1552, HRT 1562, or HRT 1573 or HRT 1514)
- Marketing Hospitality Services (HRT 2713)
- Human Resource Management (MMT 2233)
Entrepreneurship (MMT 2513)
Legal Environment of Business I (BAD 2413)
Tourism Planning and Development (HRT 2863)
Any Business Marketing/Management Elective

Any other technical or academic course as approved by the instructor

Any instructor-approved computer applications course
**Suggested Course Sequence***

**Culinary Arts Technology: Food Preparation Certification**

**1-Year Certificate**

<table>
<thead>
<tr>
<th>3 sch</th>
<th>Introduction to the Hospitality and Tourism Industry (HRT 1123)</th>
<th>4–5 sch Culinary Principles II (CUT 1124-5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4–5 sch Culinary Principles I (HRT/CUT 1114-5)</td>
<td>4–5 sch Principles of Baking (CUT 1134-5)</td>
<td></td>
</tr>
<tr>
<td>3–4 sch Sanitation and Safety (HRT 1213-4)</td>
<td>3 sch Hospitality Supervision (HRT 2613)</td>
<td></td>
</tr>
<tr>
<td>3–4 sch Restaurant and Catering Operations (HRT 1223-4)</td>
<td>3 sch Hospitality Human Resource Management (HRT 2623)</td>
<td></td>
</tr>
<tr>
<td>3 sch   Menu Planning and Facilities Design (CUT 2223)</td>
<td>4 sch American Regional Cuisine (CUT 2314)</td>
<td></td>
</tr>
</tbody>
</table>

16–19 sch

*Students who lack entry-level skills in math, English, science, and so forth will be provided related studies.*
Suggested Course Sequence*
Culinary Arts Technology

FIRST YEAR

3 sch Introduction to the Hospitality and Tourism Industry (HRT 1123)
4–5 sch Culinary Principles I (HRT/CUT 1114-5)
3–4 sch Sanitation and Safety (HRT 1213-4)
3–4 sch Restaurant and Catering Operations (HRT 1223-4)
3 sch Written Communications Elective
16–19 sch

SECOND YEAR

4 sch American Regional Cuisine (CUT 2314)
3 sch Social/Behavioral Science Elective
4 sch International Cuisine (CUT 2424)
3 sch Menu Planning and Facilities Design (CUT 2223)
3 sch Marketing Hospitality Services (HRT 2713) or Marketing Management (MMT 1123)
1–4 sch Elective**
18–21 sch

3 sch Hospitality Human Resource Management (HRT 2623)
3 sch Dining Room Management (CUT 2243-4)
3 sch Humanities/Fine Arts Elective
3 sch Oral Communications Elective
15–18 sch

* Students who lack entry-level skills in math, English, science, and so forth will be provided related studies.

Note: In order to be ACF certified, an additional 3 semester credit hours of Nutrition is required.

**Electives:
Hospitality Seminar (HRT 1511, HRT 1521, HRT 1531, HRT 1541, or HRT 1552, HRT 1562, or HRT 1573 or HRT 1514)

Any other technical or academic course as approved by the instructor
Any instructor-approved computer applications course
Hospitality and Tourism Management Technology

Course Name: Introduction to the Hospitality and Tourism Industry

Course Abbreviation: HRT 1123

Classification: Vocational–Technical Core (all concentrations)

Description: This course is designed as an introduction to the hospitality and tourism industry. The course includes discussions and industry observations to discover the opportunities, trends, problems, and organizations in the field. (3 sch: 3-hr lecture)

Prerequisite: None

Competencies and Suggested Objectives

<table>
<thead>
<tr>
<th>Competencies and Suggested Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Develop a timeline describing the growth and development of the hospitality and tourism industry.</td>
</tr>
<tr>
<td>a. Describe the growth and development of the lodging industry.</td>
</tr>
<tr>
<td>b. Describe the growth and development of the tourism industry.</td>
</tr>
<tr>
<td>c. Describe the growth and development of the foodservice industry.</td>
</tr>
<tr>
<td>d. List recent world changes that affect the travel and tourism industry.</td>
</tr>
<tr>
<td>2. Characterize the various components of the hospitality industry.</td>
</tr>
<tr>
<td>a. List and explain the major classifications of the hospitality industry to include ownership and operating formats.</td>
</tr>
<tr>
<td>b. Describe the divisions and functional areas of the lodging, foodservice, and tourism industries.</td>
</tr>
<tr>
<td>c. Explain the relationship of lodging and foodservice operations to the travel and tourism industry.</td>
</tr>
<tr>
<td>d. Explore job opportunities in the hospitality industry using the Internet.</td>
</tr>
<tr>
<td>3. Define and demonstrate quality service.</td>
</tr>
<tr>
<td>a. Summarize how service businesses differ from manufacturing businesses.</td>
</tr>
<tr>
<td>b. Summarize keys to delivering good service.</td>
</tr>
</tbody>
</table>

STANDARDS

American Hotel and Lodging Association Certification

<table>
<thead>
<tr>
<th>Certification</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHLA-FB2/HO2</td>
<td>Supervision in the Hospitality Industry</td>
</tr>
<tr>
<td>AHLA-FB4/HO4</td>
<td>Managing Service in Food and Beverage Operations</td>
</tr>
<tr>
<td>AHLA-FB3</td>
<td>Hospitality Facilities Management and Design</td>
</tr>
<tr>
<td>AHLA-FB7</td>
<td>Managing Technology in the Hospitality Industry</td>
</tr>
<tr>
<td>AHLA-FB9A/HO5A</td>
<td>The Lodging and Foodservice Industry</td>
</tr>
<tr>
<td>AHLA-FB9B/HO5B</td>
<td>Hospitality Today: An Introduction</td>
</tr>
<tr>
<td>AHLA-HO6</td>
<td>Marketing Component (Marketing in the Hospitality Industry, Hospitality and Tourism Marketing, Hospitality Sales and Marketing)</td>
</tr>
</tbody>
</table>
National Restaurant Association Certification

NRA-MF5A Customer Service
NRA-MF5F Nutrition

Related Academic Standards

R1 Interpret Graphic Information (forms, maps, reference sources)
R2 Words in Context (same and opposite meaning)
R3 Recall Information (details, sequence)
R4 Construct Meaning (main idea, summary–paraphrase, compare–contrast, cause–effect)
R5 Evaluate/Extend Meaning (fact–opinion, predict outcomes, point of view)
M1 Addition of Whole Numbers (no regrouping, regrouping)
M2 Subtraction of Whole Numbers (no regrouping, regrouping)
M3 Multiplication of Whole Numbers (no regrouping, regrouping)
M4 Division of Whole Numbers (no remainder, remainder)
M5 Decimals (addition, subtraction, multiplication, division)
M6 Fractions (addition, subtraction, multiplication, division)
M7 Integers (addition, subtraction, multiplication, division)
M8 Percents
M9 Algebraic Operations
A1 Numeration (ordering, place value, scientific notation)
A2 Number Theory (ratio, proportion)
A3 Data Interpretation (graph, table, chart, diagram)
A4 Pre-Algebra and Algebra (equations, inequality)
A5 Measurement (money, time, temperature, length, area, volume)
A6 Geometry (angles, Pythagorean theory)
A7 Computation in Context (whole numbers, decimals, fractions, algebraic operations)
A8 Estimation (rounding, estimation)
L1 Usage (pronoun, tense, subject–verb agreement, adjective, adverb)
L2 Sentence Formation (fragments, run-on, clarity)
L3 Paragraph Development (topic sentence, supporting sentence, sequence)
L4 Capitalization (proper noun, titles)
L5 Punctuation (comma, semicolon)
L6 Writing Conventions (quotation marks, apostrophe, parts of a letter)
S1 Vowel (short, long)
S2 Consonant (variant spelling, silent letter)
S3 Structural Unit (root, suffix)

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21st Century Skills

CS1 Global Awareness
CS2 Financial, Economic, and Business Literacy

Postsecondary Hospitality and Tourism Technology
SUGGESTED REFERENCES


Web Sites


**Course Name:** Sanitation and Safety

**Course Abbreviation:** HRT 1213-4

**Classification:** Vocational–Technical Core (all concentrations)

**Description:** Basic principles of microbiology, sanitation, and safety procedures for a foodservice operation. Implementation of sanitation procedures, cost control, and risk reduction standards in a hospitality operation are covered. ServSafe Sanitation Certification from the National Restaurant Association or equivalent is offered as a part of this course. (3–4 sch: 3- to 4-hr lec. or 2-hr lecture, 2-hr lab or 3-hr lecture, 2-hr lab)

**Prerequisite:** None

---

### Competencies and Suggested Objectives

1. **Apply the principles of microbiology and food safety in the foodservice environment.**
   - a. Identify biological, chemical, and physical hazards that are related to food-borne illness/spoilage.
   - b. Explain how specific time and temperature guidelines can reduce growth of microorganisms to include the use of thermometers and food, acidity, time, temperature, oxygen, and moisture (FAT-TOM).

2. **Explain laws and rules of the regulatory agencies governing sanitation and safety in the hospitality industry.**
   - a. Identify federal laws, the Food and Drug Administration, and the Occupational Safety and Health Administrations rules pertaining to sanitation and safety.
   - b. Identify state and local laws pertaining to sanitation and safety.
   - c. Demonstrate appropriate emergency treatment for workplace injuries.
   - d. Demonstrate appropriate fire prevention techniques.

---

### STANDARDS

**American Hotel and Lodging Association Certification**

- AHLA-FB1/HO8A Food Safety: Managing with the HACCP System
- AHLA-FB2/HO2 Supervision in the Hospitality Industry
- AHLA-FB5 Training and Development for the Hospitality Industry
- AHLA-FB6/HO8B Planning and Control for Food and Beverage Operations
- AHLA-FB12 Food Production Component
- AHLA-HO8D Understanding Hospitality Law
- AHLA-HO8E Purchasing for Foodservice Operations

**National Restaurant Association Certification**

- NRA-PM2 ServSafe
- NRA-MF5C Inventory and Purchasing

---

**Postsecondary Hospitality and Tourism Technology**
NRA-MF4       ServSafe
NRA-MF5H      ServSafe Alcohol

Related Academic Standards

R1  Interpret Graphic Information (forms, maps, reference sources)
R2  Words in Context (same and opposite meaning)
R3  Recall Information (details, sequence)
R4  Construct Meaning (main idea, summary–paraphrase, compare–contrast, cause–effect)
R5  Evaluate/Extend Meaning (fact–opinion, predict outcomes, point of view)
M1  Addition of Whole Numbers (no regrouping, regrouping)
M2  Subtraction of Whole Numbers (no regrouping, regrouping)
M3  Multiplication of Whole Numbers (no regrouping, regrouping)
M4  Division of Whole Numbers (no remainder, remainder)
M5  Decimals (addition, subtraction, multiplication, division)
M6  Fractions (addition, subtraction, multiplication, division)
M7  Integers (addition, subtraction, multiplication, division)
M8  Percents
M9  Algebraic Operations
A1  Numeration (ordering, place value, scientific notation)
A2  Number Theory (ratio, proportion)
A3  Data Interpretation (graph, table, chart, diagram)
A4  Pre-Algebra and Algebra (equations, inequality)
A5  Measurement (money, time, temperature, length, area, volume)
A6  Geometry (angles, Pythagorean theory)
A7  Computation in Context (whole numbers, decimals, fractions, algebraic operations)
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L1  Usage (pronoun, tense, subject–verb agreement, adjective, adverb)
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S2  Consonant (variant spelling, silent letter)
S3  Structural Unit (root, suffix)

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21st Century Skills

CS1  Global Awareness
CS2  Financial, Economic, and Business Literacy
CS3  Civic Literacy
CS4  Information and Communication Skills
CS5  Thinking and Problem-Solving Skills

Postsecondary Hospitality and Tourism Technology
CS6  Interpersonal and Self-Directional Skills

**SUGGESTED REFERENCES**


**Web Sites**


Course Name: Restaurant and Catering Operations

Course Abbreviation: HRT 122-4

Classification: Vocational–Technical Core (all concentrations)

Description: This course focuses on principles of organizing and managing food and beverage facilities and catering operations. (3–4 sch: 3- to 4-hr lecture or 2-hr lecture, 2-hr lab or 2-hr lecture, 4-hr lab)

Prerequisite: None

Competencies and Suggested Objectives

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Demonstrate the importance of the menu to foodservice operations, facility design, and cost standards.</td>
</tr>
<tr>
<td></td>
<td>a. Develop and cost meal plans for various market demands.</td>
</tr>
<tr>
<td></td>
<td>b. Analyze factors affecting facility design, space allocation, and equipment selection.</td>
</tr>
<tr>
<td>2.</td>
<td>Organize the dining/service area.</td>
</tr>
<tr>
<td></td>
<td>a. Summarize typical service procedures and suggestive selling techniques for food and beverage operations.</td>
</tr>
<tr>
<td></td>
<td>b. Plan a cost-effective dining service area that is appealing, safe, and sanitary for guests and employees.</td>
</tr>
<tr>
<td></td>
<td>c. Relate computer applications for food and beverage operations, and explain the value of a fully integrated computer system.</td>
</tr>
<tr>
<td>3.</td>
<td>Identify special considerations and legal ramifications of beverage service.</td>
</tr>
<tr>
<td></td>
<td>a. Examine the production and preparation of the various types of beverages.</td>
</tr>
<tr>
<td></td>
<td>b. Identify the presentation, glassware, and equipment needs for beverage service.</td>
</tr>
<tr>
<td></td>
<td>c. Discuss alcohol laws, how federal laws are implemented at the state level, and the Dram Shop Act (server’s responsibility).</td>
</tr>
</tbody>
</table>

STANDARDS

American Hotel and Lodging Association Certification

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHLA-FB1/HO8A</td>
<td>Food Safety: Managing with the HACCP System</td>
</tr>
<tr>
<td>AHLA-FB2/HO2</td>
<td>Supervision in the Hospitality Industry</td>
</tr>
<tr>
<td>AHLA-FB3</td>
<td>Hospitality Facilities Management and Design</td>
</tr>
<tr>
<td>AHLA-FB4/HO4</td>
<td>Managing Service in Food and Beverage Operations</td>
</tr>
<tr>
<td>AHLA-FB5</td>
<td>Training and Development for the Hospitality Industry</td>
</tr>
<tr>
<td>AHLA-FB6/HO8B</td>
<td>Planning and Control for Food and Beverage Operations</td>
</tr>
<tr>
<td>AHLA-FB7</td>
<td>Managing Technology in the Hospitality Industry</td>
</tr>
<tr>
<td>AHLA-FB9B/HO5B</td>
<td>Hospitality Today: An Introduction</td>
</tr>
<tr>
<td>AHLA-FB9C/HO5C</td>
<td>Fundamentals of Destination Management and Marketing</td>
</tr>
<tr>
<td>AHLA-FB10/HO7</td>
<td>Accounting Component</td>
</tr>
<tr>
<td>AHLA-FB11A</td>
<td>Managing Beverage Service</td>
</tr>
<tr>
<td>AHLA-FB11B</td>
<td>Bar and Beverage Management</td>
</tr>
<tr>
<td>AHLA-FB12</td>
<td>Food Production Component</td>
</tr>
</tbody>
</table>
### Postsecondary Hospitality and Tourism Technology

<table>
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<tr>
<th>AHLA-HO1</th>
<th>Management of Food and Beverage Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHLA-HO6</td>
<td>Marketing Component (Marketing in the Hospitality Industry, Hospitality and Tourism Marketing, Hospitality Sales and Marketing)</td>
</tr>
<tr>
<td>AHLA-HO8D</td>
<td>Understanding Hospitality Law</td>
</tr>
<tr>
<td>AHLA-HO8E</td>
<td>Purchasing for Foodservice Operations</td>
</tr>
</tbody>
</table>

### National Restaurant Association Certification

<table>
<thead>
<tr>
<th>NRA-MF1</th>
<th>Controlling Foodservice Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRA-MF2</td>
<td>Hospitality and Restaurant Management</td>
</tr>
<tr>
<td>NRA-MF3</td>
<td>Human Resource Management and Supervision</td>
</tr>
<tr>
<td>NRA-MF4</td>
<td>ServSafe</td>
</tr>
<tr>
<td>NRA-MF5A</td>
<td>Customer Service</td>
</tr>
<tr>
<td>NRA-MF5B</td>
<td>Food Production</td>
</tr>
<tr>
<td>NRA-MF5C</td>
<td>Inventory and Purchasing</td>
</tr>
<tr>
<td>NRA-MF5D</td>
<td>Managerial Accounting</td>
</tr>
<tr>
<td>NRA-MF5E</td>
<td>Menu Marketing and Management</td>
</tr>
<tr>
<td>NRA-MF5F</td>
<td>Nutrition</td>
</tr>
<tr>
<td>NRA-MF5G</td>
<td>Restaurant Marketing</td>
</tr>
<tr>
<td>NRA-MF5H</td>
<td>ServSafe Alcohol</td>
</tr>
</tbody>
</table>

### Related Academic Standards

| R1 | Interpret Graphic Information (forms, maps, reference sources) |
| R2 | Words in Context (same and opposite meaning) |
| R3 | Recall Information (details, sequence) |
| R4 | Construct Meaning (main idea, summary–paraphrase, compare–contrast, cause–effect) |
| R5 | Evaluate/Extend Meaning (fact–opinion, predict outcomes, point of view) |
| M1 | Addition of Whole Numbers (no regrouping, regrouping) |
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| M3 | Multiplication of Whole Numbers (no regrouping, regrouping) |
| M4 | Division of Whole Numbers (no remainder, remainder) |
| M5 | Decimals (addition, subtraction, multiplication, division) |
| M6 | Fractions (addition, subtraction, multiplication, division) |
| M7 | Integers (addition, subtraction, multiplication, division) |
| M8 | Percents |
| M9 | Algebraic Operations |
| A1 | Numeration (ordering, place value, scientific notation) |
| A2 | Number Theory (ratio, proportion) |
| A3 | Data Interpretation (graph, table, chart, diagram) |
| A4 | Pre-Algebra and Algebra (equations, inequality) |
| A5 | Measurement (money, time, temperature, length, area, volume) |
| A6 | Geometry (angles, Pythagorean theory) |
| A7 | Computation in Context (whole numbers, decimals, fractions, algebraic operations) |
| A8 | Estimation (rounding, estimation) |
| L1 | Usage (pronoun, tense, subject–verb agreement, adjective, adverb) |
| L2 | Sentence Formation (fragments, run-on, clarity) |

**Postsecondary Hospitality and Tourism Technology**
L3 Paragraph Development (topic sentence, supporting sentence, sequence)
L4 Capitalization (proper noun, titles)
L5 Punctuation (comma, semicolon)
L6 Writing Conventions (quotation marks, apostrophe, parts of a letter)
S1 Vowel (short, long)
S2 Consonant (variant spelling, silent letter)
S3 Structural Unit (root, suffix)

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21st Century Skills

CS1 Global Awareness
CS2 Financial, Economic, and Business Literacy
CS3 Civic Literacy
CS4 Information and Communication Skills
CS5 Thinking and Problem-Solving Skills
CS6 Interpersonal and Self-Directional Skills

SUGGESTED REFERENCES


**Course Name:** Rooms Division Management

**Course Abbreviation:** HRT 1413

**Classification:** AOC Core (Hotel and Restaurant Management; Travel and Tourism)

**Description:** This course offers an operational approach to rooms division management in the hospitality industry including front office management and housekeeping operations. (3 sch: 3-hr lecture or 2-hr lecture, 2-hr lab)

**Prerequisite:** None

<table>
<thead>
<tr>
<th>Competencies and Suggested Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Explain the flow of business through a hotel, from the reservations process to checkout and settlement, with an emphasis on the planning and evaluation of front office operations within the context of the overall operation of a lodging facility.</td>
</tr>
<tr>
<td>a. Explain the function and operation of various systems, forms, equipment, and computer applications found in a front office and the relationship among hotel divisions and departments.</td>
</tr>
<tr>
<td>b. Develop procedures for handling guest services, security, and crisis management.</td>
</tr>
<tr>
<td>c. Demonstrate procedures for reservations, registration, accounting/night audit, and checkout and settlement.</td>
</tr>
<tr>
<td>d. Apply and use statistics relevant to forecasting room availability and evaluating front office operations.</td>
</tr>
<tr>
<td>2. Examine the role of the housekeeping department in hotel operations.</td>
</tr>
<tr>
<td>a. Describe the organizational structure and administrative procedures for housekeeping department operations.</td>
</tr>
<tr>
<td>b. Develop procedures to ensure efficient and cost effective use of labor and supplies.</td>
</tr>
<tr>
<td>c. Construct safety, security, and hazard communication programs for the housekeeping department.</td>
</tr>
</tbody>
</table>

**STANDARDS**

*American Hotel and Lodging Association Certification*

AHLA-FB2/HO2 Supervision in the Hospitality Industry  
AHLA-FB3 Hospitality Facilities Management and Design  
AHLA-FB5 Training and Development for the Hospitality Industry  
AHLA-FB7 Managing Technology in the Hospitality Industry  
AHLA-FB9A/HO5A The Lodging and Foodservice Industry  
AHLA-FB9B/HO5B Hospitality Today: An Introduction  
AHLA-FB10/HO7 Accounting Component  
AHLA-HO3 Managing Front Office Operations  
AHLA-HO6 Marketing Component (Marketing in the Hospitality Industry, Hospitality and Tourism Marketing, Hospitality Sales and Marketing)  
AHLA-HO8C Managing Housekeeping Operations
AHLA-HO8D Understanding Hospitality Law

National Restaurant Association Certification

NRA-MF5A Customer Service
NRA-MF5C Inventory and Purchasing
NRA-MF5D Managerial Accounting

Related Academic Standards

R1 Interpret Graphic Information (forms, maps, reference sources)
R2 Words in Context (same and opposite meaning)
R3 Recall Information (details, sequence)
R4 Construct Meaning (main idea, summary–paraphrase, compare–contrast, cause–effect)
R5 Evaluate/Extend Meaning (fact–opinion, predict outcomes, point of view)
M1 Addition of Whole Numbers (no regrouping, regrouping)
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A5 Measurement (money, time, temperature, length, area, volume)
A6 Geometry (angles, Pythagorean theory)
A7 Computation in Context (whole numbers, decimals, fractions, algebraic operations)
A8 Estimation (rounding, estimation)
L1 Usage (pronoun, tense, subject–verb agreement, adjective, adverb)
L2 Sentence Formation (fragments, run-on, clarity)
L3 Paragraph Development (topic sentence, supporting sentence, sequence)
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S1 Vowel (short, long)
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21st Century Skills

CS1  Global Awareness
CS2  Financial, Economic, and Business Literacy
CS3  Civic Literacy
CS4  Information and Communication Skills
CS5  Thinking and Problem-Solving Skills
CS6  Interpersonal and Self-Directional Skills

SUGGESTED REFERENCES


Web Sites


Course Name: Hospitality Seminar

Course Abbreviation: HRT 1511, HRT 1521, HRT 1531, HRT 1541, or 1552, 1562, or 1573, or HRT 1514

Classification: AOC Core (Travel and Tourism); Vocational–Technical Elective (Hotel and Restaurant Management)

Description: In this course, students will learn leadership and management skills necessary for success in hospitality and tourism management. (For HRT 1511, HRT 1521, HRT 1531, HRT 1541: 1 sch: 2-hr lab or 1 sch: 1-hr lecture; for HRT 1552 and HRT 1562: 2-hr lecture; for HRT 1573: 3-hr lecture; and for HRT 1514: 4 sch: 2-hr lecture, 4-hr lab)

Prerequisite: None

<table>
<thead>
<tr>
<th>Competencies and Suggested Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Demonstrate professionalism through activities and projects.</td>
</tr>
<tr>
<td>a. Examine and demonstrate leadership and team-building skills.</td>
</tr>
<tr>
<td>b. Investigate professional/industry organizations.</td>
</tr>
<tr>
<td>c. Integrate employability skills.</td>
</tr>
<tr>
<td>d. Demonstrate marketing skills.</td>
</tr>
</tbody>
</table>

STANDARDS

American Hotel and Lodging Association Certification

AHLA-FB2/HO2  Supervision in the Hospitality Industry
AHLA-FB5  Training and Development for the Hospitality Industry
AHLA-FB10/HO7  Accounting Component
AHLA-HO6  Marketing Component (Marketing in the Hospitality Industry, Hospitality and Tourism Marketing, Hospitality Sales and Marketing)

National Restaurant Association Certification

NRA-MF3  Human Resource Management and Supervision
NRA-MF5A  Customer Service
NRA-MF5C  Inventory and Purchasing
NRA-MF5D  Managerial Accounting

Related Academic Standards

R1  Interpret Graphic Information (forms, maps, reference sources)
R2  Words in Context (same and opposite meaning)
R3  Recall Information (details, sequence)
R4  Construct Meaning (main idea, summary–paraphrase, compare–contrast, cause–effect)
R5  Evaluate/Extend Meaning (fact–opinion, predict outcomes, point of view)
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M6  Fractions (addition, subtraction, multiplication, division)
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M8  Percents
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A1  Numeration (ordering, place value, scientific notation)
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21st Century Skills

CS1  Global Awareness
CS2  Financial, Economic, and Business Literacy
CS3  Civic Literacy
CS4  Information and Communication Skills
CS5  Thinking and Problem-Solving Skills
CS6  Interpersonal and Self-Directional Skills

SUGGESTED REFERENCES

Specific references for this course will depend upon the nature of the problem under investigation.

Web Sites
Course Name: The Professional Tour Guide

Course Abbreviation: HRT 1813

Classification: AOC CORE (Travel and Tourism); Vocational–Technical Elective (Hotel and Restaurant Management)

Description: This course covers activities associated with organizing, booking, and conducting group tours. (3 sch: 3-hr lecture or 2-hr lecture, 2-hr lab)

Prerequisite: None

<table>
<thead>
<tr>
<th>Competencies and Suggested Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Prepare a client travel package.</td>
</tr>
<tr>
<td>a. Determine travel preferences of client prospects.</td>
</tr>
<tr>
<td>b. Research special services.</td>
</tr>
<tr>
<td>c. Develop itinerary.</td>
</tr>
<tr>
<td>d. Compute cost and selling price.</td>
</tr>
<tr>
<td>2. Identify special services and needs of the client.</td>
</tr>
<tr>
<td>a. Identify documentation needed for travelers.</td>
</tr>
<tr>
<td>b. Analyze special situations to include language barriers, customer complaints, and social mores.</td>
</tr>
<tr>
<td>c. Examine the facets of customs regulations and insurance requirements.</td>
</tr>
<tr>
<td>3. Book transportation, accommodations, and activities.</td>
</tr>
<tr>
<td>a. Prepare travel vouchers for specified components of a tour.</td>
</tr>
<tr>
<td>b. Perform record-keeping tasks required in tour operations.</td>
</tr>
</tbody>
</table>

STANDARDS

American Hotel and Lodging Association Certification

- AHLA-FB2/HO2 Supervision in the Hospitality Industry
- AHLA-FB5 Training and Development for the Hospitality Industry
- AHLA-FB7 Managing Technology in the Hospitality Industry
- AHLA-FB9B/HO5B Hospitality Today: An Introduction
- AHLA-FB9C/HO5C Fundamentals of Destination Management and Marketing
- AHLA-FB10/HO7 Accounting Component
- AHLA-HO6 Marketing Component (Marketing in the Hospitality Industry, Hospitality and Tourism Marketing, Hospitality Sales and Marketing)

National Restaurant Association Certification

- NRA-MF5A Customer Service
- NRA-MF5D Managerial Accounting

Postsecondary Hospitality and Tourism Technology
Related Academic Standards

R1 Interpret Graphic Information (forms, maps, reference sources)
R2 Words in Context (same and opposite meaning)
R3 Recall Information (details, sequence)
R4 Construct Meaning (main idea, summary–paraphrase, compare–contrast, cause–effect)
R5 Evaluate/Extend Meaning (fact–opinion, predict outcomes, point of view)
M1 Addition of Whole Numbers (no regrouping, regrouping)
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M5 Decimals (addition, subtraction, multiplication, division)
M6 Fractions (addition, subtraction, multiplication, division)
M7 Integers (addition, subtraction, multiplication, division)
M8 Percents
M9 Algebraic Operations
A1 Numeration (ordering, place value, scientific notation)
A2 Number Theory (ratio, proportion)
A3 Data Interpretation (graph, table, chart, diagram)
A4 Pre-Algebra and Algebra (equations, inequality)
A5 Measurement (money, time, temperature, length, area, volume)
A6 Geometry (angles, Pythagorean theory)
A7 Computation in Context (whole numbers, decimals, fractions, algebraic operations)
A8 Estimation (rounding, estimation)
L1 Usage (pronoun, tense, subject–verb agreement, adjective, adverb)
L2 Sentence Formation (fragments, run-on, clarity)
L3 Paragraph Development (topic sentence, supporting sentence, sequence)
L4 Capitalization (proper noun, titles)
L5 Punctuation (comma, semicolon)
L6 Writing Conventions (quotation marks, apostrophe, parts of a letter)
S1 Vowel (short, long)
S2 Consonant (variant spelling, silent letter)
S3 Structural Unit (root, suffix)

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21st Century Skills

CS1 Global Awareness
CS2 Financial, Economic, and Business Literacy
CS3 Civic Literacy
CS4 Information and Communication Skills
CS5 Thinking and Problem-Solving Skills
CS6 Interpersonal and Self-Directional Skills
SUGGESTED REFERENCES


Course Name: The Travel Agency

Course Abbreviation: HRT 1823

Classification: Vocational–Technical Elective (Hotel and Restaurant Management)

Description: A detailed exploration of travel agency operation, this course includes physical structure, staffing needs, client needs, legal implications, interaction with travel and lodging, and accreditation. (3 sch: 3-hr lecture or 2-hr lecture, 2-hr lab)

Prerequisite: None

### Competencies and Suggested Objectives

<table>
<thead>
<tr>
<th>1.</th>
<th>Examine the requirements of becoming an accredited travel agency.</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Identify positions required to staff a travel agency.</td>
</tr>
<tr>
<td>b.</td>
<td>List and describe accreditation procedures and agencies.</td>
</tr>
<tr>
<td>c.</td>
<td>Assess legal implications of a travel agency regarding taxation, licensing, and insurance.</td>
</tr>
<tr>
<td>d.</td>
<td>Describe the physical requirements of a travel agency.</td>
</tr>
<tr>
<td>e.</td>
<td>Analyze the various CRS systems.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2.</th>
<th>Compare and contrast the different forms of business structure under which a travel agency can be operated.</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Critique the budgetary requirements of a travel agency.</td>
</tr>
<tr>
<td>b.</td>
<td>Compute commissions that apply to services previously booked.</td>
</tr>
<tr>
<td>c.</td>
<td>Describe the interaction of travel agents with airlines, cruise ships, tour, and other segments of the travel industry.</td>
</tr>
<tr>
<td>d.</td>
<td>Code, maintain, and follow up on client files.</td>
</tr>
<tr>
<td>e.</td>
<td>Develop a marketing plan for a travel agency.</td>
</tr>
</tbody>
</table>

### STANDARDS

**American Hotel and Lodging Association Certification**

- AHLA-FB2/HO2 Supervision in the Hospitality Industry
- AHLA-FB3 Hospitality Facilities Management and Design
- AHLA-FB5 Training and Development for the Hospitality Industry
- AHLA-FB7 Managing Technology in the Hospitality Industry
- AHLA-FB9B/HO5B Hospitality Today: An Introduction
- AHLA-FB9C/HO5C Fundamentals of Destination Management and Marketing
- AHLA-FB10/HO7 Accounting Component
- AHLA-HO6 Marketing Component (Marketing in the Hospitality Industry, Hospitality and Tourism Marketing, Hospitality Sales and Marketing)
- AHLA-HO8D Understanding Hospitality Law
National Restaurant Association Certification

NRA-MF5A Customer Service
NRA-MF5D Managerial Accounting

Related Academic Standards

R1 Interpret Graphic Information (forms, maps, reference sources)
R2 Words in Context (same and opposite meaning)
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M7 Integers (addition, subtraction, multiplication, division)
M8 Percents
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A1 Numeration (ordering, place value, scientific notation)
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A3 Data Interpretation (graph, table, chart, diagram)
A4 Pre-Algebra and Algebra (equations, inequality)
A5 Measurement (money, time, temperature, length, area, volume)
A6 Geometry (angles, Pythagorean theory)
A7 Computation in Context (whole numbers, decimals, fractions, algebraic operations)
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21st Century Skills

CS1 Global Awareness
CS2 Financial, Economic, and Business Literacy

Postsecondary Hospitality and Tourism Technology
CS3  Civic Literacy
CS4  Information and Communication Skills
CS5  Thinking and Problem-Solving Skills
CS6  Interpersonal and Self-Directional Skills

SUGGESTED REFERENCES


Web Site

Course Name: Travel and Tourism Geography

Course Abbreviation: HRT 1833

Classification: AOC Core (Travel and Tourism); Vocational–Technical Elective (Hotel and Restaurant Management)

Description: Location, currency, port of entry, and form of governments in various countries around the world are discussed. Exercises involve itinerary planning, knowledge of time zones, and familiarity with the countries’ natural, cultural, and entertainment attractions. (3 sch: 3-hr lecture or 2-hr lecture, 2-hr lab)

Prerequisite: None

**Competencies and Suggested Objectives**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Classify major travel locations and time zones using a map.</td>
</tr>
<tr>
<td></td>
<td>a. Illustrate the continents and oceans.</td>
</tr>
<tr>
<td></td>
<td>b. Analyze countries and cities of major points of interest.</td>
</tr>
<tr>
<td></td>
<td>c. Examine the major tourist attractions worldwide.</td>
</tr>
<tr>
<td></td>
<td>d. Relate the major ports of entry into tourists’ destinations.</td>
</tr>
<tr>
<td>2.</td>
<td>Discuss the history and culture of various regions around the world.</td>
</tr>
<tr>
<td></td>
<td>a. Explain the history of the countries and the major points of interest.</td>
</tr>
<tr>
<td></td>
<td>b. Compare and contrast the cultures of the countries.</td>
</tr>
<tr>
<td>3.</td>
<td>Describe the monetary factors affecting travel decisions worldwide.</td>
</tr>
<tr>
<td></td>
<td>a. Identify currencies of specified countries around the world.</td>
</tr>
<tr>
<td></td>
<td>b. Calculate exchange rates of foreign currency.</td>
</tr>
</tbody>
</table>

**STANDARDS**

American Hotel and Lodging Association Certification

<table>
<thead>
<tr>
<th>AHLA-FB2/HO2</th>
<th>Supervision in the Hospitality Industry</th>
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</thead>
<tbody>
<tr>
<td>AHLA-FB7</td>
<td>Managing Technology in the Hospitality Industry</td>
</tr>
<tr>
<td>AHLA-FB9B/HO5B</td>
<td>Hospitality Today: An Introduction</td>
</tr>
<tr>
<td>AHLA-FB9C/HO5C</td>
<td>Fundamentals of Destination Management and Marketing</td>
</tr>
<tr>
<td>AHLA-HO6</td>
<td>Marketing Component (Marketing in the Hospitality Industry, Hospitality and Tourism Marketing, Hospitality Sales and Marketing)</td>
</tr>
<tr>
<td>AHLA-HO8D</td>
<td>Understanding Hospitality Law</td>
</tr>
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Related Academic Standards

| R1 | Interpret Graphic Information (forms, maps, reference sources) |
| R2 | Words in Context (same and opposite meaning) |
| R3 | Recall Information (details, sequence) |
R4  Construct Meaning (main idea, summary–paraphrase, compare–contrast, cause–effect)
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A1  Numeration (ordering, place value, scientific notation)
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A3  Data Interpretation (graph, table, chart, diagram)
A4  Pre-Algebra and Algebra (equations, inequality)
A5  Measurement (money, time, temperature, length, area, volume)
A6  Geometry (angles, Pythagorean theorem)
A7  Computation in Context (whole numbers, decimals, fractions, algebraic operations)
A8  Estimation (rounding, estimation)
L1  Usage (pronoun, tense, subject–verb agreement, adjective, adverb)
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21st Century Skills

CS1  Global Awareness
CS2  Financial, Economic, and Business Literacy
CS3  Civic Literacy
CS4  Information and Communication Skills
CS5  Thinking and Problem-Solving Skills
CS6  Interpersonal and Self-Directional Skills

SUGGESTED REFERENCES


Postsecondary Hospitality and Tourism Technology


**Web Sites**


Course Name: Food and Beverage Control

Course Abbreviation: HRT 2233

Classification: AOC Core (Hotel and Restaurant Management)

Description: This course focuses on principles and procedures involved in an effective food and beverage control system, including standards determination, the operating budget, cost-volume-profit analysis, income and cost control, menu pricing, labor cost control, and computer applications. (3 sch: 3-hr lecture or 2-hr lecture, 2-hr lab)

Prerequisite: None

Competencies and Suggested Objectives

1. Explain the control process, and apply it to the foodservice control points.
   a. Explain the purposes and applications of standard costs and the uses of standard cost tools.
   b. Explain the basic formula for calculating cost of sales and labor cost.
   c. Demonstrate the role of budget standards in planning and control and the concept of profit as a cost.
   d. Relate computer applications to the control and budgeting processes.
   e. Compare and contrast how analysis, corrective action, and evaluation are used in the food and labor control processes.

2. Recognize the menu’s importance as both a control tool and a marketing tool.
   a. Perform menu engineering analysis, and make menu revisions that reflect the results.
   b. Contrast subjective and objective methods of menu pricing, and incorporate profit requirements in menu prices.

STANDARDS

American Hotel and Lodging Association Certification

AHLA-FB1/HO8A Food Safety: Managing with the HACCP System
AHLA-FB2/HO2 Supervision in the Hospitality Industry
AHLA-FB3 Hospitality Facilities Management and Design
AHLA-FB4/HO4 Managing Service in Food and Beverage Operations
AHLA-FB5 Training and Development for the Hospitality Industry
AHLA-FB6/HO8B Planning and Control for Food and Beverage Operations
AHLA-FB7 Managing Technology in the Hospitality Industry
AHLA-FB9A/HO5A The Lodging and Foodservice Industry
AHLA-FB9C/HO5C Fundamentals of Destination Management and Marketing
AHLA-HO6 Marketing Component (Marketing in the Hospitality Industry, Hospitality and Tourism Marketing, Hospitality Sales and Marketing)
AHLA-FB10/HO7 Accounting Component
AHLA-FB11A Managing Beverage Service
AHLA-FB11B Bar and Beverage Management
AHLA-FB12  Food Production Component
AHLA-HO1  Management of Food and Beverage Operations
AHLA-HO8E  Purchasing for Food Service Operations

National Restaurant Association Certification

NRA-MF1  Controlling Foodservice Costs
NRA-MF2  Hospitality and Restaurant Management
NRA-MF3  Human Resource Management and Supervision
NRA-MF4  ServSafe
NRA-MF5A  Customer Service
NRA-MF5C  Inventory and Purchasing
NRA-MF5D  Managerial Accounting
NRA-MF5E  Menu Marketing and Management
NRA-MF5F  Nutrition
NRA-MF5G  Restaurant Marketing
NRA-MF5H  ServSafe Alcohol

Related Academic Standards

R1  Interpret Graphic Information (forms, maps, reference sources)
R2  Words in Context (same and opposite meaning)
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L1  Usage (pronoun, tense, subject–verb agreement, adjective, adverb)
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L3  Paragraph Development (topic sentence, supporting sentence, sequence)
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21st Century Skills

CS1 Global Awareness
CS2 Financial, Economic, and Business Literacy
CS3 Civic Literacy
CS4 Information and Communication Skills
CS5 Thinking and Problem-Solving Skills
CS6 Interpersonal and Self-Directional Skills

SUGGESTED REFERENCES


Postsecondary Hospitality and Tourism Technology

Course Name: Hospitality Facilities Management and Design

Course Abbreviation: HRT 2323

Classification: Vocational–Technical Elective (Hotel and Restaurant Management)

Description: Design and manage the physical plant of a hotel or restaurant and work effectively with the engineering and maintenance department. (3 sch: 3-hr lecture or 2-hr lecture, 2-hr lab)

Prerequisite: None

<table>
<thead>
<tr>
<th>Competencies and Suggested Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Design a hotel facility layout.</td>
</tr>
<tr>
<td>a. Identify building design in relation to safety, equipment, and site preparation.</td>
</tr>
<tr>
<td>b. Discuss basic elements of HVAC systems, lighting, water waste, and parking.</td>
</tr>
<tr>
<td>c. Describe the management maintenance systems related to the physical plant.</td>
</tr>
<tr>
<td>d. Distinguish between types of renovations.</td>
</tr>
<tr>
<td>2. Design a restaurant facility layout.</td>
</tr>
<tr>
<td>a. Design a restaurant in relation to safety, equipment, and site preparation.</td>
</tr>
<tr>
<td>b. Discuss basic elements of HVAC systems, lighting, water and solid waste, and parking.</td>
</tr>
<tr>
<td>c. Describe the use of energy efficient equipment in regard to utilities.</td>
</tr>
<tr>
<td>d. Distinguish between types of restaurant renovations.</td>
</tr>
</tbody>
</table>

STANDARDS

American Hotel and Lodging Association Certification

<table>
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<tr>
<th>Code</th>
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<td>AHLA-FB1/HO8A</td>
<td>Food Safety: Managing with the HACCP System</td>
</tr>
<tr>
<td>AHLA-FB2/HO2</td>
<td>Supervision in the Hospitality Industry</td>
</tr>
<tr>
<td>AHLA-FB3</td>
<td>Hospitality Facilities Management and Design</td>
</tr>
<tr>
<td>AHLA-FB4/HO4</td>
<td>Managing Service in Food and Beverage Operations</td>
</tr>
<tr>
<td>AHLA-FB6/HO8B</td>
<td>Planning and Control for Food and Beverage Operations</td>
</tr>
<tr>
<td>AHLA-FB7</td>
<td>Managing Technology in the Hospitality Industry</td>
</tr>
<tr>
<td>AHLA-FB9C/HO5C</td>
<td>Fundamentals of Destination Management and Marketing</td>
</tr>
<tr>
<td>AHLA-FB11A</td>
<td>Managing Beverage Service</td>
</tr>
<tr>
<td>AHLA-FB11B</td>
<td>Bar and Beverage Management</td>
</tr>
<tr>
<td>AHLA-FB12</td>
<td>Food Production Component</td>
</tr>
<tr>
<td>AHLA-HO1</td>
<td>Management of Food and Beverage Operations</td>
</tr>
<tr>
<td>AHLA-HO6</td>
<td>Marketing Component (Marketing in the Hospitality Industry and Tourism Marketing, Hospitality Sales and Marketing)</td>
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</table>

National Restaurant Association and Certification

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRA-MF1</td>
<td>Controlling Foodservice Costs</td>
</tr>
<tr>
<td>NRA-MF2</td>
<td>Hospitality and Restaurant Management</td>
</tr>
<tr>
<td>NRA-MF3</td>
<td>Human Resource Management and Supervision</td>
</tr>
</tbody>
</table>
NRA-MF4          ServSafe
NRA-MF5B         Food Production
NRA-MF5C         Inventory and Purchasing
NRA-MF5E         Menu Marketing and Management
NRA-MF5H         ServSafe Alcohol

Related Academic Standards

R1     Interpret Graphic Information (forms, maps, reference sources)
R2     Words in Context (same and opposite meaning)
R3     Recall Information (details, sequence)
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21st Century Skills

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Postsecondary Hospitality and Tourism Technology
CS3  Civic Literacy  
CS4  Information and Communication Skills  
CS5  Thinking and Problem-Solving Skills  
CS6  Interpersonal and Self-Directional Skills

**SUGGESTED REFERENCES**


**Web Site**

Mississippi Department of Health. (n.d.). Retrieved April 1, 2009, from [http://www.msdh.state.ms.us](http://www.msdh.state.ms.us)
Course Name: Hospitality Security Management and Law

Course Abbreviation: HRT 2423

Classification: Vocational–Technical Elective (Hotel and Restaurant Management)

Description: This course explains issues surrounding the need for individualized security programs, examines a variety of security equipment and procedures, and discusses internal security for foodservice and lodging operations. This course provides awareness of the rights and responsibilities that the law grants to or imposes upon a hotelier and consequences of failure to satisfy legal obligations. (3 sch: 3-hr lecture or 2-hr lecture, 2-hr lab)

Prerequisite: None

<table>
<thead>
<tr>
<th>Competencies and Suggested Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Develop individualized security programs.</td>
</tr>
<tr>
<td>a. Identify legal concerns associated with security program development.</td>
</tr>
<tr>
<td>b. Critique methods of staffing security departments.</td>
</tr>
<tr>
<td>c. Cite security concerns for report writing and record keeping.</td>
</tr>
<tr>
<td>2. Discuss procedures associated with guest protection and internal control.</td>
</tr>
<tr>
<td>a. Identify security’s role in protecting hotel and guests’ assets.</td>
</tr>
<tr>
<td>b. Develop emergency management and safety programs.</td>
</tr>
<tr>
<td>3. Identify and explain the functions of security equipment.</td>
</tr>
<tr>
<td>a. Discuss the elements of and need for computerized security systems.</td>
</tr>
<tr>
<td>b. Analyze the application of a wide variety of security systems in various departments.</td>
</tr>
<tr>
<td>4. Discuss the rights and responsibilities that the law grants to or imposes on a hotelier and the possible consequences of failure to satisfy legal obligations.</td>
</tr>
<tr>
<td>a. Identify laws related to protecting and duty under common law to receive guests.</td>
</tr>
<tr>
<td>b. Explain laws related to music licensing, telephone re-sale, and antitrust laws.</td>
</tr>
<tr>
<td>c. Explain laws related to employment and employee safety.</td>
</tr>
<tr>
<td>d. Discuss typical provisions of various forms of ownership and the law.</td>
</tr>
</tbody>
</table>

STANDARDS

American Hotel and Lodging Association Certification

AHLA-FB1/HO8A Food Safety: Managing with the HACCP System
AHLA-FB2/HO2 Supervision in the Hospitality Industry
AHLA-FB3 Hospitality Facilities Management and Design
AHLA-FB4/HO4 Managing Service in Food and Beverage Operations
AHLA-FB5 Training and Development for the Hospitality Industry
AHLA-FB7 Managing Technology in the Hospitality Industry
AHLA-HO8D Understanding Hospitality Law
National Restaurant Association Certification

NRA-PM2    ServSafe
NRA-MF5H    ServSafe Alcohol

Related Academic Standards

R1 Interpret Graphic Information (forms, maps, reference sources)
R2 Words in Context (same and opposite meaning)
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A3 Data Interpretation (graph, table, chart, diagram)
A4 Pre-Algebra and Algebra (equations, inequality)
A5 Measurement (money, time, temperature, length, area, volume)
A6 Geometry (angles, Pythagorean theory)
A7 Computation in Context (whole numbers, decimals, fractions, algebraic operations)
A8 Estimation (rounding, estimation)
L1 Usage (pronoun, tense, subject–verb agreement, adjective, adverb)
L2 Sentence Formation (fragments, run-on, clarity)
L3 Paragraph Development (topic sentence, supporting sentence, sequence)
L4 Capitalization (proper noun, titles)
L5 Punctuation (comma, semicolon)
L6 Writing Conventions (quotation marks, apostrophe, parts of a letter)
S1 Vowel (short, long)
S2 Consonant (variant spelling, silent letter)
S3 Structural Unit (root, suffix)

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21st Century Skills

CS1 Global Awareness
CS2 Financial, Economic, and Business Literacy

Postsecondary Hospitality and Tourism Technology
CS3  Civic Literacy
CS4  Information and Communication Skills
CS5  Thinking and Problem-Solving Skills
CS6  Interpersonal and Self-Directional Skills

SUGGESTED REFERENCES


Course Name: Hospitality Supervision

Course Abbreviation: HRT 2613

Classification: Vocational–Technical Core (all concentrations)

Description: This course focuses on supervisory skills in leadership styles, communication skills, motivational techniques, employee training techniques, and evaluation methods. (3 sch: 3-hr lecture or 2-hr lecture, 2-hr lab)

Prerequisite: None

<table>
<thead>
<tr>
<th>Competencies and Suggested Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Analyze the management functions and roles.</td>
</tr>
<tr>
<td>a. Describe the basic management processes (planning, organizing, directing, and controlling) and effective supervisory skills and responsibilities.</td>
</tr>
<tr>
<td>b. Demonstrate the communication skills essential for effective leadership.</td>
</tr>
<tr>
<td>c. Analyze management’s role in decision making, problem solving, and delegation of duties.</td>
</tr>
<tr>
<td>2. Trace the employment cycle.</td>
</tr>
<tr>
<td>a. Identify pre-employment activities.</td>
</tr>
<tr>
<td>b. Compare and contrast supervisory techniques and practices.</td>
</tr>
</tbody>
</table>

STANDARDS

American Hotel and Lodging Association Certification

AHLA-FB2/HO2 Supervision in the Hospitality Industry
AHLA-FB5 Training and Development for the Hospitality Industry
AHLA-FB7 Managing Technology in the Hospitality Industry
AHLA-FB9A/HO5A The Lodging and Foodservice Industry
AHLA-FB9B/HO5B Hospitality Today: An Introduction
AHLA-FB11B Bar and Beverage Management
AHLA-HO1 Management of Food and Beverage Operations

National Restaurant Association Certification

NRA-MF2 Hospitality and Restaurant Management
NRA-MF3 Human Resource Management and Supervision

Related Academic Standards

R1 Interpret Graphic Information (forms, maps, reference sources)
R2 Words in Context (same and opposite meaning)
R3 Recall Information (details, sequence)
R4 Construct Meaning (main idea, summary–paraphrase, compare–contrast, cause–effect)
R5 Evaluate/Extend Meaning (fact–opinion, predict outcomes, point of view)
M1 Addition of Whole Numbers (no regrouping, regrouping)
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M4 Division of Whole Numbers (no remainder, remainder)
M5 Decimals (addition, subtraction, multiplication, division)
M6 Fractions (addition, subtraction, multiplication, division)
M7 Integers (addition, subtraction, multiplication, division)
M8 Percents
M9 Algebraic Operations
A1 Numeration (ordering, place value, scientific notation)
A2 Number Theory (ratio, proportion)
A3 Data Interpretation (graph, table, chart, diagram)
A4 Pre-Algebra and Algebra (equations, inequality)
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21st Century Skills

CS1 Global Awareness
CS2 Financial, Economic, and Business Literacy
CS3 Civic Literacy
CS4 Information and Communication Skills
CS5 Thinking and Problem-Solving Skills
CS6 Interpersonal and Self-Directional Skills

SUGGESTED REFERENCES


Postsecondary Hospitality and Tourism Technology


Course Name: Hospitality Human Resource Management

Course Abbreviation: HRT 2623

Classification: Vocational–Technical Core (all concentrations)

Description: This course is designed to explore the principles of hospitality human resource management with an emphasis placed on the study of human behavior and human relations in the hospitality industry. (3 sch: 3-hr lecture or 2-hr lecture, 2-hr lab)

Prerequisite: None

<table>
<thead>
<tr>
<th>Competencies and Suggested Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Analyze employment laws and applications and the functions of planning, recruiting, and selection in the hospitality industry.</td>
</tr>
<tr>
<td>a. Describe the evolution of EEO legislation.</td>
</tr>
<tr>
<td>b. Identify major areas of abuse and litigation in the hospitality industry.</td>
</tr>
<tr>
<td>c. Discuss the techniques and applications of job analysis, job design, and staffing guides.</td>
</tr>
<tr>
<td>d. Understand the principles of forecasting supply and demand.</td>
</tr>
<tr>
<td>e. Analyze common selection methods.</td>
</tr>
<tr>
<td>2. Determine factors involved in human resources development.</td>
</tr>
<tr>
<td>a. Describe typical orientation and socialization programs.</td>
</tr>
<tr>
<td>b. Evaluate the effectiveness of various training and development programs.</td>
</tr>
<tr>
<td>c. Compare the advantages and disadvantages of several performance appraisal systems.</td>
</tr>
<tr>
<td>3. Define methods of compensation, and explain present labor trends and issues.</td>
</tr>
<tr>
<td>a. Outline basic considerations of compensation administration.</td>
</tr>
<tr>
<td>b. Evaluate the effectiveness of various individual and group incentive programs.</td>
</tr>
<tr>
<td>c. Examine the major legislation affecting the organization of unions.</td>
</tr>
<tr>
<td>d. Describe the process of negotiation and collective bargaining.</td>
</tr>
<tr>
<td>4. Identify important factors dealing with safety, discipline, and ethics.</td>
</tr>
<tr>
<td>a. Analyze employee health and safety issues as well as the programs designed to address them.</td>
</tr>
<tr>
<td>b. Compare common approaches to employee discipline, and understand possible consequences of each.</td>
</tr>
<tr>
<td>c. Describe the foundations of ethics in the hospitality industry.</td>
</tr>
</tbody>
</table>

STANDARDS

American Hotel and Lodging Association Certification

AHLA-FB2/HO2 Supervision in the Hospitality Industry
AHLA-FB5 Training and Development for the Hospitality Industry
AHLA-FB7 Managing Technology in the Hospitality Industry
AHLA-FB9B/HO5B Hospitality Today: An Introduction
AHLA-HO8D Understanding Hospitality Law
### National Restaurant Association Certification

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRA-MF1</td>
<td>Controlling Foodservice Costs</td>
</tr>
<tr>
<td>NRA-MF2</td>
<td>Hospitality and Restaurant Management</td>
</tr>
<tr>
<td>NRA-MF3</td>
<td>Human Resource Management and Supervision</td>
</tr>
<tr>
<td>NRA-MF4</td>
<td>ServSafe</td>
</tr>
</tbody>
</table>

### Related Academic Standards

<table>
<thead>
<tr>
<th>R1</th>
<th>Interpret Graphic Information (forms, maps, reference sources)</th>
</tr>
</thead>
<tbody>
<tr>
<td>R2</td>
<td>Words in Context (same and opposite meaning)</td>
</tr>
<tr>
<td>R3</td>
<td>Recall Information (details, sequence)</td>
</tr>
<tr>
<td>R4</td>
<td>Construct Meaning (main idea, summary–paraphrase, compare–contrast, cause–effect)</td>
</tr>
<tr>
<td>R5</td>
<td>Evaluate/Extend Meaning (fact–opinion, predict outcomes, point of view)</td>
</tr>
<tr>
<td>M1</td>
<td>Addition of Whole Numbers (no regrouping, regrouping)</td>
</tr>
<tr>
<td>M2</td>
<td>Subtraction of Whole Numbers (no regrouping, regrouping)</td>
</tr>
<tr>
<td>M3</td>
<td>Multiplication of Whole Numbers (no regrouping, regrouping)</td>
</tr>
<tr>
<td>M4</td>
<td>Division of Whole Numbers (no remainder, remainder)</td>
</tr>
<tr>
<td>M5</td>
<td>Decimals (addition, subtraction, multiplication, division)</td>
</tr>
<tr>
<td>M6</td>
<td>Fractions (addition, subtraction, multiplication, division)</td>
</tr>
<tr>
<td>M7</td>
<td>Integers (addition, subtraction, multiplication, division)</td>
</tr>
<tr>
<td>M8</td>
<td>Percents</td>
</tr>
<tr>
<td>M9</td>
<td>Algebraic Operations</td>
</tr>
<tr>
<td>A1</td>
<td>Numeration (ordering, place value, scientific notation)</td>
</tr>
<tr>
<td>A2</td>
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<tr>
<td>A4</td>
<td>Pre-Algebra and Algebra (equations, inequality)</td>
</tr>
<tr>
<td>A5</td>
<td>Measurement (money, time, temperature, length, area, volume)</td>
</tr>
<tr>
<td>A6</td>
<td>Geometry (angles, Pythagorean theory)</td>
</tr>
<tr>
<td>A7</td>
<td>Computation in Context (whole numbers, decimals, fractions, algebraic operations)</td>
</tr>
<tr>
<td>A8</td>
<td>Estimation (rounding, estimation)</td>
</tr>
<tr>
<td>L1</td>
<td>Usage (pronoun, tense, subject–verb agreement, adjective, adverb)</td>
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<tr>
<td>L2</td>
<td>Sentence Formation (fragments, run-on, clarity)</td>
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<td>Paragraph Development (topic sentence, supporting sentence, sequence)</td>
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<td>L5</td>
<td>Punctuation (comma, semicolon)</td>
</tr>
<tr>
<td>L6</td>
<td>Writing Conventions (quotation marks, apostrophe, parts of a letter)</td>
</tr>
<tr>
<td>S1</td>
<td>Vowel (short, long)</td>
</tr>
<tr>
<td>S2</td>
<td>Consonant (variant spelling, silent letter)</td>
</tr>
<tr>
<td>S3</td>
<td>Structural Unit (root, suffix)</td>
</tr>
</tbody>
</table>

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21st Century Skills

CS1 Global Awareness
CS2 Financial, Economic, and Business Literacy
CS3 Civic Literacy
CS4 Information and Communication Skills
CS5 Thinking and Problem-Solving Skills
CS6 Interpersonal and Self-Directional Skills

SUGGESTED REFERENCES


Course Name: Marketing Hospitality Services

Course Abbreviation: HRT 2713

Classification: Vocational–Technical Elective

Description: This course covers the application of marketing methodologies and terms to the hospitality and tourism industry, the use of sales techniques for selling to targeted markets, and developing marketing plans for hospitality and tourism operations. (3 sch: 3-hr lecture or 2-hr lecture, 2-hr lab)

Prerequisite: None

Competencies and Suggested Objectives

<table>
<thead>
<tr>
<th>Competency</th>
<th>Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Develop a marketing plan at the unit level that includes a mission statement, well-defined objectives, and specific strategies and tactics by which to achieve those objectives.</td>
</tr>
<tr>
<td></td>
<td>a. Identify appropriate market research techniques for specific target markets.</td>
</tr>
<tr>
<td></td>
<td>b. Analyze environmental threats and opportunities that affect the lodging industry.</td>
</tr>
<tr>
<td></td>
<td>c. Analyze demand by segmenting markets.</td>
</tr>
<tr>
<td></td>
<td>b. Implement a marketing plan by coordinating price, promotion, place, product, packaging, programming, people, and partnerships.</td>
</tr>
<tr>
<td>2.</td>
<td>Develop effective sales plans to reach decision makers in the hospitality and tourism markets.</td>
</tr>
<tr>
<td></td>
<td>a. Organize a sales office, and implement effective record-keeping and training programs.</td>
</tr>
<tr>
<td></td>
<td>b. Discuss internal and external marketing sales techniques.</td>
</tr>
<tr>
<td></td>
<td>c. Demonstrate the techniques of effective personal selling.</td>
</tr>
</tbody>
</table>

STANDARDS

American Hotel and Lodging Association Certification

- AHLA-FB2/HO2 Supervision in the Hospitality Industry
- AHLA-FB3 Hospitality Facilities Management and Design
- AHLA-FB5 Training and Development for the Hospitality Industry
- AHLA-FB7 Managing Technology in the Hospitality Industry
- AHLA-FB9C/HO5C Fundamentals of Destination Management and Marketing
- AHLA-HO6 Marketing Component (Marketing in the Hospitality Industry, Hospitality and Tourism Marketing, Hospitality Sales and Marketing)

National Restaurant Association Certification

- NRA-MF2 Hospitality and Restaurant Management
- NRA-MF5A Customer Service
- NRA-MF5E Menu Marketing and Management
- NRA-MF5F Nutrition

Postsecondary Hospitality and Tourism Technology
Related Academic Standards

R1 Interpret Graphic Information (forms, maps, reference sources)
R2 Words in Context (same and opposite meaning)
R3 Recall Information (details, sequence)
R4 Construct Meaning (main idea, summary–paraphrase, compare–contrast, cause–effect)
R5 Evaluate/Extend Meaning (fact–opinion, predict outcomes, point of view)
M1 Addition of Whole Numbers (no regrouping, regrouping)
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M8 Percents
M9 Algebraic Operations
A1 Numeration (ordering, place value, scientific notation)
A2 Number Theory (ratio, proportion)
A3 Data Interpretation (graph, table, chart, diagram)
A4 Pre-Algebra and Algebra (equations, inequality)
A5 Measurement (money, time, temperature, length, area, volume)
A6 Geometry (angles, Pythagorean theory)
A7 Computation in Context (whole numbers, decimals, fractions, algebraic operations)
A8 Estimation (rounding, estimation)
L1 Usage (pronoun, tense, subject–verb agreement, adjective, adverb)
L2 Sentence Formation (fragments, run-on, clarity)
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21st Century Skills

CS1 Global Awareness
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CS3 Civic Literacy
CS4 Information and Communication Skills
CS5 Thinking and Problem-Solving Skills
CS6 Interpersonal and Self-Directional Skills
SUGGESTED REFERENCES


Course Name: Fundamentals of Travel and Tourism

Course Abbreviation: HRT 2843

Classification: Vocational–Technical Core (Travel and Tourism); Vocational–Technical Elective (Hotel and Restaurant Management)

Description: This course offers simulations of activities related to travel and tourism including reservation tasks and services. (3 sch: 3-hr lecture or 2-hr lecture, 2-hr lab)

Prerequisite: None

<table>
<thead>
<tr>
<th>Competencies and Suggested Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Perform inquiry and reservation tasks associated with individual and group travel using a computer.</td>
</tr>
<tr>
<td>a. Recognize the city codes for transportation reservations.</td>
</tr>
<tr>
<td>b. Calculate commission rates from reservations.</td>
</tr>
<tr>
<td>2. Simulate situations a tour guide will encounter in a foreign and domestic market.</td>
</tr>
<tr>
<td>a. Interpret travel needs in other languages using a bilingual dictionary and other resources.</td>
</tr>
<tr>
<td>b. Identify areas of governmental involvement in travel and tourism.</td>
</tr>
<tr>
<td>c. Explore the socioeconomic impact of tourism in a specified area.</td>
</tr>
</tbody>
</table>

STANDARDS

American Hotel and Lodging Association Certification

AHLA-FB2/HO2 Supervision in the Hospitality Industry
AHLA-FB5 Training and Development for the Hospitality Industry
AHLA-FB7 Managing Technology in the Hospitality Industry
AHLA-FB9B/HO5B Hospitality Today: An Introduction
AHLA-FB9C/HO5C Fundamentals of Destination Management and Marketing
AHLA-HO6 Marketing Component (Marketing in the Hospitality Industry, Hospitality and Tourism Marketing, Hospitality Sales and Marketing)

National Restaurant Association Certification

NRA-MF2 Hospitality and Restaurant Management
NRA-MF5A Customer Service

Related Academic Standards

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A3 Data Interpretation (graph, table, chart, diagram)
A4 Pre-Algebra and Algebra (equations, inequality)
A5 Measurement (money, time, temperature, length, area, volume)
A6 Geometry (angles, Pythagorean theory)
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21st Century Skills

CS1 Global Awareness
CS2 Financial, Economic, and Business Literacy
CS3 Civic Literacy
CS4 Information and Communication Skills
CS5 Thinking and Problem-Solving Skills
CS6 Interpersonal and Self-Directional Skills

SUGGESTED REFERENCES


Web Sites


Course Name: Convention and Meeting Planning

Course Abbreviation: HRT 2853

Classification: AOC Core (Travel and Tourism); Vocational–Technical Elective (Hotel and Restaurant Management)

Description: Planning, promotion, and management of meetings, conventions, expositions, and events. (3 sch: 3-hr lecture or 2-hr lecture, 2-hr lab)

Prerequisite: None

### Competencies and Suggested Objectives

<table>
<thead>
<tr>
<th>Competencies and Suggested Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Determine the fundamentals of the meeting industry.</td>
</tr>
<tr>
<td>a. Discuss the history of the meeting industry.</td>
</tr>
<tr>
<td>b. Explain the purposes of meetings and trade shows.</td>
</tr>
<tr>
<td>c. Identify the categories of meeting planners.</td>
</tr>
<tr>
<td>d. Discuss proper ethics in the meeting industry.</td>
</tr>
<tr>
<td>2. Outline the financial impact of meetings.</td>
</tr>
<tr>
<td>a. Prepare a budget and meeting plan.</td>
</tr>
<tr>
<td>b. Identify the components of liability insurance for meetings.</td>
</tr>
<tr>
<td>c. Explain the relationship with suppliers in the meeting industry.</td>
</tr>
</tbody>
</table>

### STANDARDS

- **American Hotel and Lodging Association Certification**
  - AHLA-FB2/HO2 Supervision in the Hospitality Industry
  - AHLA-FB5 Training and Development for the Hospitality Industry
  - AHLA-FB7 Managing Technology in the Hospitality Industry
  - AHLA-FB9B/HO5B Hospitality Today: An Introduction
  - AHLA-FB9C/HO5C Fundamentals of Destination Management and Marketing
  - AHLA-FB10/HO7 Accounting Component
  - AHLA-HO6 Marketing Component (Marketing in the Hospitality Industry, Hospitality and Tourism Marketing, Hospitality Sales and Marketing)
  - AHLA-HO8E Purchasing for Foodservice Operations

- **National Restaurant Association Certification**
  - NRA-MF2 Hospitality and Restaurant Management
  - NRA-MF5A Customer Service
  - NRA-MF5C Inventory and Purchasing
  - NRA-MF5D Managerial Accounting
Related Academic Standards

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21st Century Skills

CS1 Global Awareness
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CS3 Civic Literacy
CS4 Information and Communication Skills
CS5 Thinking and Problem-Solving Skills
CS6 Interpersonal and Self-Directional Skills
SUGGESTED REFERENCES


Web Sites


Course Name: Tourism Planning and Development

Course Abbreviation: HRT 2863

Classification: Vocational–Technical Elective (Hotel and Restaurant Management; Travel and Tourism)

Description: This course is designed to provide the knowledge to plan and implement the marketing and management of special events and tourism events. (3 sch: 3-hr lecture or 2-hr lecture, 2-hr lab)

Prerequisite: None

Competencies and Suggested Objectives

<table>
<thead>
<tr>
<th>Competency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Describe the funding process for special events/tourism development.</td>
</tr>
<tr>
<td></td>
<td>a. Identify the process for needs assessment.</td>
</tr>
<tr>
<td></td>
<td>b. Describe the process for writing grants/proposals.</td>
</tr>
<tr>
<td></td>
<td>c. Explore in-kind funding sources.</td>
</tr>
<tr>
<td>2.</td>
<td>Describe the components of event management.</td>
</tr>
<tr>
<td></td>
<td>a. Develop a theme for various special events.</td>
</tr>
<tr>
<td></td>
<td>b. Discuss the logistics for planning special events.</td>
</tr>
<tr>
<td></td>
<td>c. Examine the accounting procedures and controls required by both management and government for internal auditing, financial reporting, and governmental control.</td>
</tr>
<tr>
<td></td>
<td>d. Determine research methodologies for evaluation and follow-up of special events.</td>
</tr>
<tr>
<td>3.</td>
<td>Identify infrastructure requirements.</td>
</tr>
<tr>
<td></td>
<td>a. Discuss security, crowd control, and liability considerations.</td>
</tr>
<tr>
<td></td>
<td>b. Examine special event contracts (i.e., concessions, facilities, and entertainment).</td>
</tr>
<tr>
<td></td>
<td>c. Coordinate special effects, lighting, decorations, sound, and so forth.</td>
</tr>
</tbody>
</table>

STANDARDS

American Hotel and Lodging Association Certification

- AHLA-FB2/HO2 Supervision in the Hospitality Industry
- AHLA-FB4/HO4 Managing Service in Food and Beverage Operations
- AHLA-FB5 Training and Development for the Hospitality Industry
- AHLA-FB6/HO8B Planning and Control for Food and Beverage Operations
- AHLA-FB7 Managing Technology in the Hospitality Industry
- AHLA-FB9B/HO5B Hospitality Today: An Introduction
- AHLA-FB9C/HO5C Fundamentals of Destination Management and Marketing
- AHLA-HO6 Marketing Component (Marketing in the Hospitality Industry, Hospitality and Tourism Marketing, Hospitality Sales and Marketing)
National Restaurant Association Certification

NRA-MF2 Hospitality and Restaurant Management
NRA-MF5A Customer Service

Related Academic Standards

R1 Interpret Graphic Information (forms, maps, reference sources)
R2 Words in Context (same and opposite meaning)
R3 Recall Information (details, sequence)
R4 Construct Meaning (main idea, summary–paraphrase, compare–contrast, cause–effect)
R5 Evaluate/Extend Meaning (fact–opinion, predict outcomes, point of view)
M1 Addition of Whole Numbers (no regrouping, regrouping)
M2 Subtraction of Whole Numbers (no regrouping, regrouping)
M3 Multiplication of Whole Numbers (no regrouping, regrouping)
M4 Division of Whole Numbers (no remainder, remainder)
M5 Decimals (addition, subtraction, multiplication, division)
M6 Fractions (addition, subtraction, multiplication, division)
M7 Integers (addition, subtraction, multiplication, division)
M8 Percents
M9 Algebraic Operations
A1 Numeration (ordering, place value, scientific notation)
A2 Number Theory (ratio, proportion)
A3 Data Interpretation (graph, table, chart, diagram)
A4 Pre-Algebra and Algebra (equations, inequality)
A5 Measurement (money, time, temperature, length, area, volume)
A6 Geometry (angles, Pythagorean theory)
A7 Computation in Context (whole numbers, decimals, fractions, algebraic operations)
A8 Estimation (rounding, estimation)
L1 Usage (pronoun, tense, subject–verb agreement, adjective, adverb)
L2 Sentence Formation (fragments, run-on, clarity)
L3 Paragraph Development (topic sentence, supporting sentence, sequence)
L4 Capitalization (proper noun, titles)
L5 Punctuation (comma, semicolon)
L6 Writing Conventions (quotation marks, apostrophe, parts of a letter)
S1 Vowel (short, long)
S2 Consonant (variant spelling, silent letter)
S3 Structural Unit (root, suffix)

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21st Century Skills

CS1 Global Awareness
CS2 Financial, Economic, and Business Literacy

Postsecondary Hospitality and Tourism Technology
CS3  Civic Literacy
CS4  Information and Communication Skills
CS5  Thinking and Problem-Solving Skills
CS6  Interpersonal and Self-Directional Skills

SUGGESTED REFERENCES


Web Site

Course Name: Supervised Work Experience in Hotel and Restaurant Management

Course Abbreviation: HRT 291(3–6)

Classification: AOC Core (Hotel and Restaurant Management)

Description: This course is a cooperative program between industry and education and is designed to integrate the student’s technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. (1–6 sch: 3- to 18-hr externship)

Prerequisite: Consent of instructor

<table>
<thead>
<tr>
<th>Competencies and Suggested Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Apply technical skills needed to be a viable member of the workforce.</td>
</tr>
<tr>
<td>a. Prepare a description of technical skills to be developed in the supervised work experience.</td>
</tr>
<tr>
<td>b. Develop technical skills needed to be a viable member of the workforce.</td>
</tr>
<tr>
<td>2. Apply skills developed in other program area courses.</td>
</tr>
<tr>
<td>a. Perform skills developed in other program area courses.</td>
</tr>
<tr>
<td>3. Apply human relationship skills.</td>
</tr>
<tr>
<td>a. Use proactive human relationship skills in the supervised work experience.</td>
</tr>
<tr>
<td>4. Apply and practice positive work habits and responsibilities.</td>
</tr>
<tr>
<td>a. Perform assignments to develop work habits and responsibilities.</td>
</tr>
<tr>
<td>5. Work with the instructor and employer to develop written occupational objectives to be accomplished.</td>
</tr>
<tr>
<td>a. Perform written occupational objectives in the supervised work experience.</td>
</tr>
<tr>
<td>6. Assess accomplishment of objectives.</td>
</tr>
<tr>
<td>a. Prepare daily written assessment of accomplishment of objectives.</td>
</tr>
<tr>
<td>b. Present weekly written reports of activities performed and objectives accomplished to the instructor.</td>
</tr>
<tr>
<td>7. Utilize a set of written guidelines for the supervised work experience.</td>
</tr>
<tr>
<td>a. Develop and follow a set of written guidelines for the supervised work experience.</td>
</tr>
</tbody>
</table>

STANDARDS

Specific standards for this course will depend upon the nature of the problem under investigation.

Suggested References

Specific references for this course will depend upon the nature of the problem under investigation.
Course Name: Supervised Work Experience in Travel and Tourism

Course Abbreviation: HRT 292(3–6)

Classification: AOC Core (Travel and Tourism)

Description: This course is a cooperative program between industry and education and is designed to integrate the student’s technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. (1–6 sch: 3- to 18-hr externship)

Prerequisite: Consent of instructor

Competencies and Suggested Objectives

| 1. Apply technical skills needed to be a viable member of the workforce. |
| a. Prepare a description of technical skills to be developed in the supervised work experience. |
| b. Develop technical skills needed to be a viable member of the workforce. |
| 2. Apply skills developed in other program area courses. |
| a. Perform skills developed in other program area courses. |
| 3. Apply human relationship skills. |
| a. Use proactive human relationship skills in the supervised work experience. |
| 4. Apply and practice positive work habits and responsibilities. |
| a. Perform assignments to develop work habits and responsibilities. |
| 5. Work with the instructor and employer to develop written occupational objectives to be accomplished. |
| a. Perform written occupational objectives in the supervised work experience. |
| 6. Assess accomplishment of objectives. |
| a. Prepare daily written assessment of accomplishment of objectives. |
| b. Present weekly written reports of activities performed and objectives accomplished to the instructor. |
| 7. Utilize a set of written guidelines for the supervised work experience. |
| a. Develop and follow a set of written guidelines for the supervised work experience. |

STANDARDS

Specific standards for this course will depend upon the nature of the problem under investigation.

Suggested References

Specific references for this course will depend upon the nature of the problem under investigation.
Course Name: Work-Based Learning I, II, III, IV, V, and VI


Classification: Free Elective

Description: This is a structured work-site learning experience in which the student, program area teacher, Work-Based Learning Coordinator, and work-site supervisor/mentor develop and implement an educational training agreement. Designed to integrate the student’s academic and technical skills into a work environment, it includes regular meetings and seminars with school personnel for supplemental instruction and progress reviews. (1–3 sch: 3- to 9-hr externship)

Prerequisite: Concurrent enrollment in vocational–technical program area courses

<table>
<thead>
<tr>
<th>Competencies and Suggested Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Apply technical skills and related academic knowledge needed to be a viable member of the workforce.</td>
</tr>
<tr>
<td>a. Apply technical skills needed to be a viable member of the workforce.</td>
</tr>
<tr>
<td>b. Apply skills developed in other related courses in a work-based setting.</td>
</tr>
<tr>
<td>c. Perform tasks detailed in an educational training agreement at the work setting.</td>
</tr>
<tr>
<td>2. Apply general workplace skills to include positive work habits and responsibilities necessary for successful employment.</td>
</tr>
<tr>
<td>a. Demonstrate proactive human relationship skills in the work setting to include conflict resolution, team participation, leadership, negotiation, and customer/client service.</td>
</tr>
<tr>
<td>b. Demonstrate time, materials, and resource management skills.</td>
</tr>
<tr>
<td>c. Demonstrate critical-thinking skills such as problem solving, decision making, and reasoning.</td>
</tr>
<tr>
<td>d. Demonstrate acquiring, evaluating, organizing, maintaining, interpreting, and communicating information.</td>
</tr>
<tr>
<td>e. Demonstrate positive work habits and acceptance of responsibilities necessary for successful employment.</td>
</tr>
</tbody>
</table>

STANDARDS

Specific standards for this course will depend upon the nature of the problem under investigation.

Suggested References

Specific references for this course will depend upon the nature of the problem under investigation.
Culinary Arts Technology Courses

Course Name: Culinary Principles I

Course Abbreviation: HRT/CUT 1114-5

Classification: AOC Core (Hotel and Restaurant Management, Culinary Arts Technology)

Description: Fundamentals of food preparation and cookery emphasizing high standards for preparation of meat, poultry, seafood, vegetables, soups, stocks, sauces, and farinaceous items. (4 sch: 2-hr lecture, 4-hr lab or 3-hr lecture, 4-hr lab)

Corequisites: Sanitation and Safety (HRT 1213-4) or by permission of instructor

<table>
<thead>
<tr>
<th>Competencies and Suggested Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Explain and demonstrate the proper procedure for reading and following a recipe.</td>
</tr>
<tr>
<td>a. Examine terminology related to culinary arts.</td>
</tr>
<tr>
<td>b. Analyze the structure of a standardized recipe.</td>
</tr>
<tr>
<td>c. Apply basic math skills to basic recipe conversions.</td>
</tr>
<tr>
<td>d. Utilize weights and measures to demonstrate proper scaling techniques.</td>
</tr>
<tr>
<td>e. Perform cost analysis of various recipes.</td>
</tr>
<tr>
<td>2. Explain and demonstrate utensils and equipment used in commercial kitchens.</td>
</tr>
<tr>
<td>a. Demonstrate knife skills including all classical cuts.</td>
</tr>
<tr>
<td>b. Explain and demonstrate hand tools, pots and pans, and other equipment operation emphasizing proper safety and sanitation.</td>
</tr>
<tr>
<td>c. Explain and demonstrate knowledge of kitchen etiquette and mise en place.</td>
</tr>
<tr>
<td>3. Explain and demonstrate various cooking techniques, and identify specialty ingredients.</td>
</tr>
<tr>
<td>a. Explain and demonstrate the preparation of various soups, stock, and sauces utilizing the correct ratio of ingredients.</td>
</tr>
<tr>
<td>b. Identify, fabricate, and prepare various meats, seafood, and poultry emphasizing quality and freshness.</td>
</tr>
<tr>
<td>c. Identify and prepare various vegetables, starches, and farinaceous items emphasizing quality and freshness.</td>
</tr>
<tr>
<td>d. Identify and use herbs, spices, oils, and vinegars emphasizing quality and freshness.</td>
</tr>
<tr>
<td>e. Determine the application of processed and/or convenience foods.</td>
</tr>
</tbody>
</table>

STANDARDS

American Hotel and Lodging Association Certification

AHLA-FB1/HO8A Food Safety: Managing with the HACCP System
AHLA-FB2/HO2 Supervision in the Hospitality Industry
AHLA-FB5 Training and Development for the Hospitality Industry
AHLA-FB12 Food Production Component
AHLA-HO8E Purchasing for Foodservice Operations
National Restaurant Association Certification

NRA-MF1  Controlling Foodservice Costs
NRA-MF4  ServSafe
NRA-MF5B  Food Production
NRA-MF5C  Inventory and Purchasing
NRA-MF5E  Menu Marketing and Management
NRA-MF5F  Nutrition
NRA-MF5G  Restaurant Marketing

Related Academic Standards

R1  Interpret Graphic Information (forms, maps, reference sources)
R2  Words in Context (same and opposite meaning)
R3  Recall Information (details, sequence)
R4  Construct Meaning (main idea, summary–paraphrase, compare–contrast, cause–effect)
R5  Evaluate/Extend Meaning (fact–opinion, predict outcomes, point of view)
M1  Addition of Whole Numbers (no regrouping, regrouping)
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M6  Fractions (addition, subtraction, multiplication, division)
M7  Integers (addition, subtraction, multiplication, division)
M8  Percents
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A1  Numeration (ordering, place value, scientific notation)
A2  Number Theory (ratio, proportion)
A3  Data Interpretation (graph, table, chart, diagram)
A4  Pre-Algebra and Algebra (equations, inequality)
A5  Measurement (money, time, temperature, length, area, volume)
A6  Geometry (angles, Pythagorean theory)
A7  Computation in Context (whole numbers, decimals, fractions, algebraic operations)
A8  Estimation (rounding, estimation)
L1  Usage (pronoun, tense, subject–verb agreement, adjective, adverb)
L2  Sentence Formation (fragments, run-on, clarity)
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S1  Vowel (short, long)
S2  Consonant (variant spelling, silent letter)
S3  Structural Unit (root, suffix)
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21st Century Skills

CS1 Global Awareness
CS2 Financial, Economic, and Business Literacy
CS3 Civic Literacy
CS4 Information and Communication Skills
CS5 Thinking and Problem-Solving Skills
CS6 Interpersonal and Self-Directional Skills

Suggested References


Video

International Video Network. (n.d.). Cooking at the academy [Videotape]. (Available from International Video Network, 2242 Camino Ramon, San Ramon, CA 94583)
Course Name: Culinary Principles II

Course Abbreviation: CUT 1124-5

Classification: AOC Core (Culinary Arts Technology)

Description: This course offers advanced study and application of Culinary Principles I to polish and perfect the techniques of food preparation and cookery emphasizing high standards for food preparation. (4 sch: 2-hr lecture, 4-hr lab or 3-hr lecture, 4-hr lab)

Prerequisites: Culinary Principles I (HRT/CUT 1114-5)

<table>
<thead>
<tr>
<th>Competencies and Suggested Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Examine the science of dry, moist, and combination cooking methods.</td>
</tr>
<tr>
<td>a. Apply and critique the techniques employed in dry heat cooking methods to include grilling, roasting, baking, broiling, smoking, and so forth.</td>
</tr>
<tr>
<td>b. Apply and critique the techniques employed in moist heat cooking methods to include poaching, steaming, boiling, and so forth.</td>
</tr>
<tr>
<td>c. Apply and critique the techniques employed in combination cooking methods to include stewing and braising and so forth.</td>
</tr>
<tr>
<td>2. Utilize food preparation and service techniques.</td>
</tr>
<tr>
<td>a. Demonstrate proper meal planning applications to include flavor, color, texture, and nutritional value.</td>
</tr>
<tr>
<td>b. Demonstrate balanced plate presentation to include proper saucing techniques.</td>
</tr>
<tr>
<td>c. Explain and demonstrate preparation applications for wine and spirits.</td>
</tr>
<tr>
<td>d. Demonstrate efficient expedition of food from production to service.</td>
</tr>
</tbody>
</table>

STANDARDS

American Hotel and Lodging Association Certification

| AHLA-FB1/HO8A   | Food Safety: Managing with the HACCP System |
| AHLA-FB2/HO2   | Supervision in the Hospitality Industry    |
| AHLA-FB4/HO4   | Managing Service in Food and Beverage Operations |
| AHLA-FB5       | Training and Development for the Hospitality Industry |
| AHLA-FB6/HO8B  | Planning and Control for Food and Beverage Operations |
| AHLA-FB7       | Managing Technology in the Hospitality Industry |
| AHLA-FB11A     | Managing Beverage Service                  |
| AHLA-FB12      | Food Production Component                  |
| AHLA-HO1       | Management of Food and Beverage Operations |
| AHLA-HO6       | Marketing Component (Marketing in the Hospitality Industry, Hospitality and Tourism Marketing, Hospitality Sales and Marketing) |
| AHLA-HO8E      | Purchasing for Foodservice Operations      |
National Restaurant Association Certification

NRA-MF1   Controlling Foodservice Costs
NRA-MF4   ServSafe
NRA-MF5A   Customer Service
NRA-MF5B   Food Production
NRA-MF5C   Inventory and Purchasing
NRA-MF5E   Menu Marketing and Management
NRA-MF5F   Nutrition
NRA-MF5G   Restaurant Marketing
NRA-MF5H   ServSafe Alcohol

Related Academic Standards

R1 Interpret Graphic Information (forms, maps, reference sources)
R2 Words in Context (same and opposite meaning)
R3 Recall Information (details, sequence)
R4 Construct Meaning (main idea, summary–paraphrase, compare–contrast, cause–effect)
R5 Evaluate/Extend Meaning (fact–opinion, predict outcomes, point of view)
M1 Addition of Whole Numbers (no regrouping, regrouping)
M2 Subtraction of Whole Numbers (no regrouping, regrouping)
M3 Multiplication of Whole Numbers (no regrouping, regrouping)
M4 Division of Whole Numbers (no remainder, remainder)
M5 Decimals (addition, subtraction, multiplication, division)
M6 Fractions (addition, subtraction, multiplication, division)
M7 Integers (addition, subtraction, multiplication, division)
M8 Percents
M9 Algebraic Operations
A1 Numeration (ordering, place value, scientific notation)
A2 Number Theory (ratio, proportion)
A3 Data Interpretation (graph, table, chart, diagram)
A4 Pre-Algebra and Algebra (equations, inequality)
A5 Measurement (money, time, temperature, length, area, volume)
A6 Geometry (angles, Pythagorean theory)
A7 Computation in Context (whole numbers, decimals, fractions, algebraic operations)
A8 Estimation (rounding, estimation)
L1 Usage (pronoun, tense, subject–verb agreement, adjective, adverb)
L2 Sentence Formation (fragments, run-on, clarity)
L3 Paragraph Development (topic sentence, supporting sentence, sequence)
L4 Capitalization (proper noun, titles)
L5 Punctuation (comma, semicolon)
L6 Writing Conventions (quotation marks, apostrophe, parts of a letter)
S1 Vowel (short, long)
S2 Consonant (variant spelling, silent letter)
S3 Structural Unit (root, suffix)
21st Century Skills

CS1  Global Awareness  
CS2  Financial, Economic, and Business Literacy
CS3  Civic Literacy
CS4  Information and Communication Skills
CS5  Thinking and Problem-Solving Skills
CS6  Interpersonal and Self-Directional Skills

Suggested References


Video

International Video Network. (n.d.). *Cooking at the academy* [Videotape]. (Available from International Video Network, 2242 Camino Ramon, San Ramon, CA 94583)
Course Name: Principles of Baking

Course Abbreviation: CUT 1134-5

Classification: AOC Core (Culinary Arts Technology)

Description: This course focuses on fundamentals of baking science, terminology, ingredients, weights and measures, and formula conversion and storage. Students will prepare yeast goods, pies, cakes, cookies, and quick breads and use and care for equipment. (4 sch: 2-hr lecture, 4-hr lab or 3-hr lecture, 4-hr lab)

Prerequisites: Culinary Principles I (HRT/CUT 1114-5)

<table>
<thead>
<tr>
<th>Competencies and Suggested Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Explain basic principles and fundamentals of baking.</td>
</tr>
<tr>
<td>a. Identify ingredients used in baking.</td>
</tr>
<tr>
<td>b. Describe properties and list functions of various baking ingredients.</td>
</tr>
<tr>
<td>c. Define baking terms.</td>
</tr>
<tr>
<td>d. Identify and discuss application of convenience and/or processed food products.</td>
</tr>
<tr>
<td>e. Discuss nutritional considerations as they apply to baking.</td>
</tr>
<tr>
<td>2. Identify and demonstrate baking equipment.</td>
</tr>
<tr>
<td>a. Demonstrate proper selection of equipment for specific applications.</td>
</tr>
<tr>
<td>b. Demonstrate proper scaling and measurement techniques.</td>
</tr>
<tr>
<td>c. Apply basic math skills to basic recipe conversions.</td>
</tr>
<tr>
<td>d. Perform cost analysis of various recipes.</td>
</tr>
<tr>
<td>3. Demonstrate preparations using basic doughs.</td>
</tr>
<tr>
<td>a. Prepare items using short dough.</td>
</tr>
<tr>
<td>b. Prepare choux pastries.</td>
</tr>
<tr>
<td>c. Prepare a variety of pies and tarts.</td>
</tr>
<tr>
<td>d. Prepare puff pastries.</td>
</tr>
<tr>
<td>e. Prepare basic cookie doughs.</td>
</tr>
<tr>
<td>4. Prepare a variety of fillings and toppings for pastries and baked goods.</td>
</tr>
<tr>
<td>a. Prepare a variety of meringues.</td>
</tr>
<tr>
<td>b. Prepare creams, custards, puddings, and related desserts.</td>
</tr>
<tr>
<td>c. Prepare a variety of dessert sauces.</td>
</tr>
<tr>
<td>5. Explain and prepare various breads.</td>
</tr>
<tr>
<td>a. Prepare crusty, soft, and specialty yeast dough products.</td>
</tr>
<tr>
<td>b. Prepare quick breads.</td>
</tr>
<tr>
<td>c. Prepare flatbreads.</td>
</tr>
<tr>
<td>6. Prepare a variety of types of cakes.</td>
</tr>
<tr>
<td>a. Explain properties of ingredients used in baking cakes.</td>
</tr>
<tr>
<td>b. Describe techniques used in mixing, panning, and baking cakes.</td>
</tr>
<tr>
<td>c. Demonstrate basic icing and decorating techniques.</td>
</tr>
<tr>
<td>7. Prepare a variety of specialty desserts.</td>
</tr>
<tr>
<td>a. Prepare a variety of types of cookies.</td>
</tr>
<tr>
<td>b. Prepare soufflés.</td>
</tr>
</tbody>
</table>
c. Prepare a variety of ice creams, sherbets, and other frozen desserts.
d. Prepare crepes, cobblers, fritters, and crisps.

## STANDARDS

### American Hotel and Lodging Association Certification

- AHLA-FB1/HO8A Food Safety: Managing with the HACCP System
- AHLA-FB2/HO2 Supervision in the Hospitality Industry
- AHLA-FB5 Training and Development for the Hospitality Industry
- AHLA-FB7 Managing Technology in the Hospitality Industry
- AHLA-FB12 Food Production Component
- AHLA-HO8E Purchasing for Foodservice Operations

### National Restaurant Association Certification

- NRA-MF1 Controlling Foodservice Costs
- NRA-MF4 ServSafe
- NRA-MF5B Food Production
- NRA-MF5C Inventory and Purchasing
- NRA-MF5F Nutrition

### Related Academic Standards

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<td>Evaluate/Extend Meaning (fact–opinion, predict outcomes, point of view)</td>
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<td>M3</td>
<td>Multiplication of Whole Numbers (no regrouping, regrouping)</td>
</tr>
<tr>
<td>M4</td>
<td>Division of Whole Numbers (no remainder, remainder)</td>
</tr>
<tr>
<td>M5</td>
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</tr>
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<td>Measurement (money, time, temperature, length, area, volume)</td>
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<tr>
<td>A7</td>
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</table>
A8  Estimation (rounding, estimation)
L1  Usage (pronoun, tense, subject–verb agreement, adjective, adverb)
L2  Sentence Formation (fragments, run-on, clarity)
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21st Century Skills

CS1  Global Awareness
CS2  Financial, Economic, and Business Literacy
CS3  Civic Literacy
CS4  Information and Communication Skills
CS5  Thinking and Problem-Solving Skills
CS6  Interpersonal and Self-Directional Skills

Suggested References


Video

International Video Network. (n.d.). Cooking at the academy [Videotape]. (Available from International Video Network, 2242 Camino Ramon, San Ramon, CA 94583)
Course Name: Garde Manger

Course Abbreviation: CUT 1513-4

Classification: AOC Core (Culinary Arts Technology)

Description: This course provides orientation to garnishing, preparation of charcuterie items, cold foods, and buffet presentation. It explores the various duties of the modern garde manger. (3 sch: 1-hr lecture, 4-hr lab or 2-hr lecture, 4-hr lab)

Prerequisites: Culinary Principles I (HRT/CUT 1114-5)

### Competencies and Suggested Objectives

<table>
<thead>
<tr>
<th>Competency</th>
<th>Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Demonstrate buffet presentation techniques.</td>
</tr>
<tr>
<td></td>
<td>a. Identify tools and equipment in garde manger.</td>
</tr>
<tr>
<td></td>
<td>b. Demonstrate decorative pieces to include fruit and vegetable carvings and accompaniments.</td>
</tr>
<tr>
<td></td>
<td>c. Explain and demonstrate ice carvings.</td>
</tr>
<tr>
<td></td>
<td>d. Demonstrate basic and advanced garnishes.</td>
</tr>
<tr>
<td></td>
<td>e. Demonstrate tray and mirror plating and design techniques.</td>
</tr>
<tr>
<td>2.</td>
<td>Explain and prepare various cold food items.</td>
</tr>
<tr>
<td></td>
<td>a. Explain and prepare cold soups, salads, and sandwiches.</td>
</tr>
<tr>
<td></td>
<td>b. Explain and prepare various cold sauces, dressings, marinades, and relishes.</td>
</tr>
<tr>
<td></td>
<td>c. Explain and demonstrate aspic.</td>
</tr>
<tr>
<td></td>
<td>d. Explain and prepare various forcemeats such as pates, galantines, ballantines, terrines, and sausages.</td>
</tr>
<tr>
<td></td>
<td>e. Prepare mousses and gelatins.</td>
</tr>
<tr>
<td>3.</td>
<td>Identify specialty items.</td>
</tr>
<tr>
<td></td>
<td>a. Explain and demonstrate culinary application for wine and spirits</td>
</tr>
<tr>
<td></td>
<td>b. Explain and demonstrate culinary applications for various cheeses.</td>
</tr>
<tr>
<td></td>
<td>c. Explain and demonstrate wine, cheese, and other food pairings.</td>
</tr>
</tbody>
</table>

### STANDARDS

American Hotel and Lodging Association Certification

- AHLA-FB1/HO8A Food Safety: Managing with the HACCP System
- AHLA-FB2/HO2 Supervision in the Hospitality Industry
- AHLA-FB5 Training and Development for the Hospitality Industry
- AHLA-FB7 Managing Technology in the Hospitality Industry
- AHLA-FB11A Managing Beverage Service
- AHLA-FB11B Bar and Beverage Management
- AHLA-FB12 Food Production Component
- AHLA-HO6 Marketing Component (Marketing in the Hospitality Industry, Hospitality and Tourism Marketing, Hospitality Sales and Marketing)
- AHLA-HO8D Understanding Hospitality Law

Postsecondary Hospitality and Tourism Technology
AHLA-HO8E  Purchasing for Foodservice Operations

National Restaurant Association Certification

NRA-MF1  Controlling Foodservice Costs
NRA-MF4  ServSafe
NRA-MF5B  Food Production
NRA-MF5C  Inventory and Purchasing
NRA-MF5G  Restaurant Marketing
NRA-MF5H  ServSafe Alcohol

Related Academic Standards

R1  Interpret Graphic Information (forms, maps, reference sources)
R2  Words in Context (same and opposite meaning)
R3  Recall Information (details, sequence)
R4  Construct Meaning (main idea, summary–paraphrase, compare–contrast, cause–effect)
R5  Evaluate/Extend Meaning (fact–opinion, predict outcomes, point of view)
M1  Addition of Whole Numbers (no regrouping, regrouping)
M2  Subtraction of Whole Numbers (no regrouping, regrouping)
M3  Multiplication of Whole Numbers (no regrouping, regrouping)
M4  Division of Whole Numbers (no remainder, remainder)
M5  Decimals (addition, subtraction, multiplication, division)
M6  Fractions (addition, subtraction, multiplication, division)
M7  Integers (addition, subtraction, multiplication, division)
M8  Percents
M9  Algebraic Operations
A1  Numeration (ordering, place value, scientific notation)
A2  Number Theory (ratio, proportion)
A3  Data Interpretation (graph, table, chart, diagram)
A4  Pre-Algebra and Algebra (equations, inequality)
A5  Measurement (money, time, temperature, length, area, volume)
A6  Geometry (angles, Pythagorean theory)
A7  Computation in Context (whole numbers, decimals, fractions, algebraic operations)
A8  Estimation (rounding, estimation)
L1  Usage (pronoun, tense, subject–verb agreement, adjective, adverb)
L2  Sentence Formation (fragments, run-on, clarity)
L3  Paragraph Development (topic sentence, supporting sentence, sequence)
L4  Capitalization (proper noun, titles)
L5  Punctuation (comma, semicolon)
L6  Writing Conventions (quotation marks, apostrophe, parts of a letter)
S1  Vowel (short, long)
S2  Consonant (variant spelling, silent letter)
S3  Structural Unit (root, suffix)

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### 21st Century Skills

<table>
<thead>
<tr>
<th>CS1</th>
<th>Global Awareness</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS2</td>
<td>Financial, Economic, and Business Literacy</td>
</tr>
<tr>
<td>CS3</td>
<td>Civic Literacy</td>
</tr>
<tr>
<td>CS4</td>
<td>Information and Communication Skills</td>
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<tr>
<td>CS5</td>
<td>Thinking and Problem-Solving Skills</td>
</tr>
<tr>
<td>CS6</td>
<td>Interpersonal and Self-Directional Skills</td>
</tr>
</tbody>
</table>

### Suggested References

- Video

International Video Network. (n.d.). *Cooking at the academy* [Videotape]. (Available from International Video Network, 2242 Camino Ramon, San Ramon, CA 94583)
Course Name: Menu Planning and Facilities Design

Course Abbreviation: CUT 2223

Classification: AOC Core (Culinary Arts Technology)

Description: This course focuses on the principles and concepts of menu planning, menu formats, and layout with regard to a wide variety of eating habits and taste of the dining public. Emphasis will be on pricing, menu design, merchandising, tools, nutritional considerations, schedules, and profitability. Effective planning and layout of kitchen and equipment will also be emphasized. (3 sch: 3-hr lecture)

Prerequisites: None

<table>
<thead>
<tr>
<th>Competencies and Suggested Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Discuss and describe the basic principles of menu planning.</strong></td>
</tr>
<tr>
<td>a. Discuss principles of nutrition.</td>
</tr>
<tr>
<td>b. Utilize cost controls to determine menu prices.</td>
</tr>
<tr>
<td>c. Distinguish among product mix, check average, and profit.</td>
</tr>
<tr>
<td>d. Discuss alternative, healthy foods and other current trends.</td>
</tr>
<tr>
<td><strong>2. Utilize the principles of menu layout and design.</strong></td>
</tr>
<tr>
<td>a. Create menu item descriptions following established guidelines.</td>
</tr>
<tr>
<td>b. Plan specialty menus including classical and buffet.</td>
</tr>
<tr>
<td><strong>3. Discuss the preliminary planning and design of a foodservice facility.</strong></td>
</tr>
<tr>
<td>a. Formulate the initial restaurant concept.</td>
</tr>
<tr>
<td>b. Create a menu.</td>
</tr>
<tr>
<td>c. Design the restaurant facility.</td>
</tr>
<tr>
<td>d. Discuss equipment needed for foodservice facility.</td>
</tr>
<tr>
<td>e. Discuss a cost estimate for the facility.</td>
</tr>
</tbody>
</table>

STANDARDS

American Hotel and Lodging Association Certification

- AHLA-FB1/HO8A Food Safety: Managing with the HACCP System
- AHLA-FB2/HO2 Supervision in the Hospitality Industry
- AHLA-FB3 Hospitality Facilities Management and Design
- AHLA-FB4/HO4 Managing Service in Food and Beverage Operations
- AHLA-FB5 Training and Development for the Hospitality Industry
- AHLA-FB6/HO8B Planning and Control for Food and Beverage Operations
- AHLA-FB7 Managing Technology in the Hospitality Industry
- AHLA-FB9A/HO5A The Lodging and Foodservice Industry
- AHLA-FB9C/HO5C Fundamentals of Destination Management and Marketing
- AHLA-FB12 Food Production Component
- AHLA-HO6 Marketing Component (Marketing in the Hospitality Industry, Hospitality and Tourism Marketing, Hospitality Sales and Marketing)
Postsecondary Hospitality and Tourism Technology

AHLA-HO8D  Understanding Hospitality Law
AHLA-HO8E  Purchasing for Foodservice Operations

National Restaurant Association Certification

NRA-MF1  Controlling Foodservice Costs
NRA-MF2  Hospitality and Restaurant Management
NRA-MF3  Human Resource Management and Supervision
NRA-MF4  ServSafe
NRA-MF5A  Customer Service
NRA-MF5C  Inventory and Purchasing
NRA-MF5E  Menu Marketing and Management
NRA-MF5F  Nutrition
NRA-MF5G  Restaurant Marketing
NRA-MF5H  ServSafe Alcohol

Related Academic Standards

R1  Interpret Graphic Information (forms, maps, reference sources)
R2  Words in Context (same and opposite meaning)
R3  Recall Information (details, sequence)
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M8  Percents
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21st Century Skills

CS1 Global Awareness
CS2 Financial, Economic, and Business Literacy
CS3 Civic Literacy
CS4 Information and Communication Skills
CS5 Thinking and Problem-Solving Skills
CS6 Interpersonal and Self-Directional Skills

Suggested References


Video

International Video Network. (n.d.). Cooking at the academy [Videotape]. (Available from International Video Network, 2242 Camino Ramon, San Ramon, CA 94583)
Course Name: Dining Room Management

Course Abbreviation: CUT 2243-4

Classification: AOC Core (Culinary Arts Technology)

Description: This course focuses on management of a restaurant dining room including good housekeeping technique, fine food, and efficient service. It covers French, Russian, American, and English waited table service, limited service, counter, tray, service, and catering. Emphasis will be placed on staffing, scheduling, controls and skills required to effectively supervise a dining room operation. (3 sch: 1-hr lecture, 4-hr lab or 2-hr lecture, 2-hr lab or 3-hr lecture, 2-hr lab)

Prerequisites: None

Competencies and Suggested Objectives

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Demonstrate the various styles of table service.</td>
</tr>
<tr>
<td></td>
<td>a. Apply the general rules of French table service.</td>
</tr>
<tr>
<td></td>
<td>b. Apply the general rules of Russian table service.</td>
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<tr>
<td></td>
<td>c. Apply the general rules of American table service.</td>
</tr>
<tr>
<td>2.</td>
<td>Demonstrate various types of table and place settings.</td>
</tr>
<tr>
<td></td>
<td>a. Practice various table and place settings for banquets.</td>
</tr>
<tr>
<td></td>
<td>b. Practice various table and place settings for buffets.</td>
</tr>
<tr>
<td></td>
<td>c. Practice various table and place settings for events.</td>
</tr>
<tr>
<td>3.</td>
<td>Discuss procedures for training dining room staff.</td>
</tr>
<tr>
<td></td>
<td>a. Examine the functions of dining service positions.</td>
</tr>
<tr>
<td></td>
<td>b. Apply guest service and customer relations, including handling of difficult situations.</td>
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<tr>
<td></td>
<td>c. Demonstrate procedures for handling guest checks properly.</td>
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<tr>
<td></td>
<td>d. Discuss skills and safety procedures for table side food preparation and service.</td>
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<tr>
<td></td>
<td>e. Discuss and practice sales techniques for dining room staff.</td>
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<tr>
<td></td>
<td>f. Explain the work flow between the dining room and the kitchen.</td>
</tr>
</tbody>
</table>

STANDARDS

American Hotel and Lodging Association Certification

AHLA-FB1/HO8A  Food Safety: Managing with the HACCP System
AHLA-FB2/HO2  Supervision in the Hospitality Industry
AHLA-FB3  Hospitality Facilities Management and Design
AHLA-FB4/HO4  Managing Service in Food and Beverage Operations
AHLA-FB5  Training and Development for the Hospitality Industry
AHLA-FB7  Managing Technology in the Hospitality Industry
AHLA-FB12  Food Production Component
AHLA-HO1  Management of Food and Beverage Operations
AHLA-HO6  Marketing Component (Marketing in the Hospitality Industry, Hospitality and Tourism Marketing, Hospitality Sales and Marketing)
AHLA-HO8D Understanding Hospitality Law

National Restaurant Association Certification

- NRA-MF2 Hospitality and Restaurant Management
- NRA-MF3 Human Resource Management and Supervision
- NRA-MF4 ServSafe
- NRA-MF5A Customer Service
- NRA-MF5C Inventory and Purchasing
- NRA-MF5E Menu Marketing and Management
- NRA-MF5G Restaurant Marketing
- NRA-MF5H ServSafe Alcohol

Related Academic Standards

R1 Interpret Graphic Information (forms, maps, reference sources)
R2 Words in Context (same and opposite meaning)
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M7 Integers (addition, subtraction, multiplication, division)
M8 Percents
M9 Algebraic Operations
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A2 Number Theory (ratio, proportion)
A3 Data Interpretation (graph, table, chart, diagram)
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A5 Measurement (money, time, temperature, length, area, volume)
A6 Geometry (angles, Pythagorean theory)
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A8 Estimation (rounding, estimation)
L1 Usage (pronoun, tense, subject–verb agreement, adjective, adverb)
L2 Sentence Formation (fragments, run-on, clarity)
L3 Paragraph Development (topic sentence, supporting sentence, sequence)
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L6 Writing Conventions (quotation marks, apostrophe, parts of a letter)
S1 Vowel (short, long)
S2 Consonant (variant spelling, silent letter)
S3 Structural Unit (root, suffix)
21st Century Skills

CS1 Global Awareness
CS2 Financial, Economic, and Business Literacy
CS3 Civic Literacy
CS4 Information and Communication Skills
CS5 Thinking and Problem-Solving Skills
CS6 Interpersonal and Self-Directional Skills

Suggested References


Video

International Video Network. (n.d.). *Cooking at the academy* [Videotape]. (Available from International Video Network, 2242 Camino Ramon, San Ramon, CA 94583)
Course Name: American Regional Cuisine

Course Abbreviation: CUT 2314

Classification: AOC Core (Culinary Arts Technology)

Description: This exploration of the American Cuisine concept emphasizes freshness, seasonality, nutrition, indigenous ingredients, and presentation. It is a thorough study into the cuisine characteristics and traditions of the various regions of the United States of America. (4 sch: 2-hr lecture, 4-hr lab)

Prerequisites: Culinary Principles I (HRT/CUT 1114-5), Culinary Principles II (CUT 1124-5), or by permission of instructor

<table>
<thead>
<tr>
<th>Competencies and Suggested Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Explain and demonstrate the American Cuisine concept.</td>
</tr>
<tr>
<td>a. Explain the history and development of the American Cuisine concept.</td>
</tr>
<tr>
<td>b. Explain the importance of freshness, seasonality, and indigenous ingredients when applying American Cuisine concepts.</td>
</tr>
<tr>
<td>c. Explain the importance of nutrition in American cuisine.</td>
</tr>
<tr>
<td>d. Explain the importance of proper plating techniques and presentation.</td>
</tr>
<tr>
<td>2. Explain the culinary roots of various American cuisines.</td>
</tr>
<tr>
<td>a. Explain the characteristics, traditions, and history of various American regions.</td>
</tr>
<tr>
<td>b. Locate various American regions on the map.</td>
</tr>
<tr>
<td>3. Prepare menu items typical to various regions of the United States.</td>
</tr>
<tr>
<td>a. Prepare Cajun and Creole Cuisine.</td>
</tr>
<tr>
<td>b. Prepare Floridian Cuisine.</td>
</tr>
<tr>
<td>c. Prepare Southwestern Cuisine.</td>
</tr>
<tr>
<td>d. Prepare Californian and Hawaiian Cuisine.</td>
</tr>
<tr>
<td>e. Prepare Southeastern Cuisine.</td>
</tr>
<tr>
<td>f. Prepare other various regional cuisines of local interest.</td>
</tr>
</tbody>
</table>

STANDARDS

American Hotel and Lodging Association Certification

AHLA-FB1/HO8A Food Safety: Managing with the HACCP System
AHLA-FB5 Training and Development for the Hospitality Industry
AHLA-FB7 Managing Technology in the Hospitality Industry
AHLA-FB12 Food Production Component
AHLA-HO8E Purchasing for Foodservice Operations

National Restaurant Association Certification

NRA-MF1 Controlling Foodservice Costs

Postsecondary Hospitality and Tourism Technology
NRA-MF4    ServSafe
NRA-MF5B    Food Production
NRA-MF5C    Inventory and Purchasing
NRA-MF5E    Menu Marketing and Management
NRA-MF5F    Nutrition
NRA-MF5G    Restaurant Marketing

Related Academic Standards

R1 Interpret Graphic Information (forms, maps, reference sources)
R2 Words in Context (same and opposite meaning)
R3 Recall Information (details, sequence)
R4 Construct Meaning (main idea, summary–paraphrase, compare–contrast, cause–effect)
R5 Evaluate/Extend Meaning (fact–opinion, predict outcomes, point of view)
M1 Addition of Whole Numbers (no regrouping, regrouping)
M2 Subtraction of Whole Numbers (no regrouping, regrouping)
M3 Multiplication of Whole Numbers (no regrouping, regrouping)
M4 Division of Whole Numbers (no remainder, remainder)
M5 Decimals (addition, subtraction, multiplication, division)
M6 Fractions (addition, subtraction, multiplication, division)
M7 Integers (addition, subtraction, multiplication, division)
M8 Percents
M9 Algebraic Operations
A1 Numeration (ordering, place value, scientific notation)
A2 Number Theory (ratio, proportion)
A3 Data Interpretation (graph, table, chart, diagram)
A4 Pre-Algebra and Algebra (equations, inequality)
A5 Measurement (money, time, temperature, length, area, volume)
A6 Geometry (angles, Pythagorean theory)
A7 Computation in Context (whole numbers, decimals, fractions, algebraic operations)
A8 Estimation (rounding, estimation)
L1 Usage (pronoun, tense, subject–verb agreement, adjective, adverb)
L2 Sentence Formation (fragments, run-on, clarity)
L3 Paragraph Development (topic sentence, supporting sentence, sequence)
L4 Capitalization (proper noun, titles)
L5 Punctuation (comma, semicolon)
L6 Writing Conventions (quotation marks, apostrophe, parts of a letter)
S1 Vowel (short, long)
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S3 Structural Unit (root, suffix)

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21st Century Skills

CS1 Global Awareness

Postsecondary Hospitality and Tourism Technology
CS2 Financial, Economic, and Business Literacy
CS3 Civic Literacy
CS4 Information and Communication Skills
CS5 Thinking and Problem-Solving Skills
CS6 Interpersonal and Self-Directional Skills

Suggested References


Video

International Video Network. (n.d.). *Cooking at the academy* [Videotape]. (Available from International Video Network, 2242 Camino Ramon, San Ramon, CA 94583)
Course Name: International Cuisine

Course Abbreviation: CUT 2424

Classification: AOC Core (Culinary Arts Technology)

Description: This course is a study of cuisines of the world with emphasis on use of authentic ingredients, methods, and terminology. (4 sch: 2-hr lecture, 4-hr lab)

Prerequisites: Culinary Principles I (HRT/CUT 1114-5), Culinary Principles II (CUT 1124-5), or by permission of instructor

Competencies and Suggested Objectives

<table>
<thead>
<tr>
<th>1. Investigate cuisines from various continents of the world.</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Locate and identify the continents of the world.</td>
</tr>
<tr>
<td>b. Identify terminology related to international cuisine.</td>
</tr>
<tr>
<td>c. Identify authentic, indigenous ingredients to various regions of the world.</td>
</tr>
<tr>
<td>d. Identify authentic methods of preparing international cuisine.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Prepare menu items from various continents of the world.</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Prepare menu items typical of various European countries.</td>
</tr>
<tr>
<td>b. Prepare menu items typical of various Asian countries.</td>
</tr>
<tr>
<td>c. Prepare menu items typical of various African countries.</td>
</tr>
<tr>
<td>d. Prepare menu items typical of the Americas.</td>
</tr>
<tr>
<td>e. Prepare other various international cuisines of local interest.</td>
</tr>
</tbody>
</table>

STANDARDS

American Hotel and Lodging Association Certification

AHLA-FB1/HO8A  Food Safety: Managing with the HACCP System
AHLA-FB2/HO2  Supervision in the Hospitality Industry
AHLA-FB5  Training and Development for the Hospitality Industry
AHLA-FB7  Managing Technology in the Hospitality Industry
AHLA-FB12  Food Production Component
AHLA-HO8E  Purchasing for Foodservice Operations

National Restaurant Association Certification

NRA-MF1  Controlling Foodservice Costs
NRA-MF4  ServSafe
NRA-MF5B  Food Production
NRA-MF5C  Inventory and Purchasing
NRA-MF5E  Menu Marketing and Management
NRA-MF5F  Nutrition
NRA-MF5G  Restaurant Marketing

Postsecondary Hospitality and Tourism Technology
Related Academic Standards

R1 Interpret Graphic Information (forms, maps, reference sources)
R2 Words in Context (same and opposite meaning)
R3 Recall Information (details, sequence)
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L1 Usage (pronoun, tense, subject–verb agreement, adjective, adverb)
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21st Century Skills

CS1 Global Awareness
CS2 Financial, Economic, and Business Literacy
CS3 Civic Literacy
CS4 Information and Communication Skills
CS5 Thinking and Problem-Solving Skills
CS6 Interpersonal and Self-Directional Skills
Suggested References


Video

International Video Network. (n.d.). *Cooking at the academy* [Videotape]. (Available from International Video Network, 2242 Camino Ramon, San Ramon, CA 94583)
Course Name: Supervised Work Experience in Culinary Arts Technology

Course Abbreviation: CUT 292(3–6)

Classification: AOC Core (Culinary Arts Technology)

Description: This course is a cooperative program between industry and education and is designed to integrate the student’s technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. (1–6 sch: 3- to 18-hr externship)

Prerequisite: Consent of instructor

<table>
<thead>
<tr>
<th>Competencies and Suggested Objectives</th>
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</thead>
<tbody>
<tr>
<td>1. Apply technical skills needed to be a viable member of the workforce.</td>
</tr>
<tr>
<td>a. Prepare a description of technical skills to be developed in the supervised work experience.</td>
</tr>
<tr>
<td>b. Develop technical skills needed to be a viable member of the workforce.</td>
</tr>
<tr>
<td>2. Apply skills developed in other program area courses.</td>
</tr>
<tr>
<td>a. Perform skills developed in other program area courses.</td>
</tr>
<tr>
<td>3. Apply human relationship skills.</td>
</tr>
<tr>
<td>a. Use proactive human relationship skills in the supervised work experience.</td>
</tr>
<tr>
<td>4. Apply and practice positive work habits and responsibilities.</td>
</tr>
<tr>
<td>a. Perform assignments to develop work habits and responsibilities.</td>
</tr>
<tr>
<td>5. Work with the instructor and employer to develop written occupational objectives to be accomplished.</td>
</tr>
<tr>
<td>a. Perform written occupational objectives in the supervised work experience.</td>
</tr>
<tr>
<td>6. Assess accomplishment of objectives.</td>
</tr>
<tr>
<td>a. Prepare daily written assessment of accomplishment of objectives.</td>
</tr>
<tr>
<td>b. Present weekly written reports of activities performed and objectives accomplished to the instructor.</td>
</tr>
<tr>
<td>7. Utilize a set of written guidelines for the supervised work experience.</td>
</tr>
<tr>
<td>a. Develop and follow a set of written guidelines for the supervised work experience.</td>
</tr>
</tbody>
</table>

STANDARDS

Specific standards for this course will depend upon the nature of the problem under investigation.

Suggested References

Specific references for this course will depend upon the nature of the problem under investigation.
Course Name: Work-Based Learning I, II, III, IV, V, and VI


Classification: Free Elective

Description: This is a structured work-site learning experience in which the student, program area teacher, Work-Based Learning Coordinator, and worksite supervisor/mentor develop and implement an educational training agreement. It is designed to integrate the student’s academic and technical skills into a work environment. It includes regular meetings and seminars with school personnel for supplemental instruction and progress reviews. (1–3 sch: 3- to 9-hr externship)

Prerequisite: Concurrent enrollment in vocational–technical program area courses

<table>
<thead>
<tr>
<th>Competencies and Suggested Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Apply technical skills and related academic knowledge needed to be a viable member of the workforce.</td>
</tr>
<tr>
<td>a. Apply technical skills needed to be a viable member of the workforce.</td>
</tr>
<tr>
<td>b. Apply skills developed in other related courses in a work-based setting.</td>
</tr>
<tr>
<td>c. Perform tasks detailed in an educational training agreement at the work setting.</td>
</tr>
<tr>
<td>2. Apply general workplace skills to include positive work habits and responsibilities necessary for successful employment.</td>
</tr>
<tr>
<td>a. Demonstrate proactive human relationship skills in the work setting to include conflict resolution, team participation, leadership, negotiation, and customer/client service.</td>
</tr>
<tr>
<td>b. Demonstrate time, materials, and resource management skills.</td>
</tr>
<tr>
<td>c. Demonstrate critical-thinking skills such as problem solving, decision making, and reasoning.</td>
</tr>
<tr>
<td>d. Demonstrate acquiring, evaluating, organizing, maintaining, interpreting, and communicating information.</td>
</tr>
<tr>
<td>e. Demonstrate positive work habits and acceptance of responsibilities necessary for successful employment.</td>
</tr>
</tbody>
</table>

STANDARDS

Specific standards for this course will depend upon the nature of the problem under investigation.

Suggested References

Specific references for this course will depend upon the nature of the problem under investigation.
Recommended Tools and Equipment

CAPITALIZED ITEMS

- Burner range with double oven, broiler, and grill (6)
- Convection oven (1)
- Combination oven (1)
- Walk-in cooler (1)
- 2- to 3-door reach-in cooler (1)
- Walk-in freezer (1)
- 2-door reach-in freezer (1)
- Steam jacketed kettle (1)
- Steamer (1)
- Combination holding/proofing box (1)
- Tilting skillet (1)
- Deep fat fryer (1)
- Crushed ice machine (1)
- Cubed ice machine (1)
- Commercial dish machine with tables (in/out) and pre-wash sink with sprayer attachment and booster heater (1)
- Beverage brewer (1)
- Garbage disposal (2)
- Food warmer (bread) (1)
- Marble confectionary board (1)
- Meat slicer (1)
- 20-qt mixer with grater attachments (1)
- Food processor (2)
- Vertical cutter mixer (1)
- Charbroiler (1)
- 3-compartment sink (1)
- Vegetable sink (1)
- Portable metal shelving (10)
- Ventilation system (2)
- Portable display warmer (1)
- 5-compartment buffet table with sneeze guards (1)
- Cold food buffet table with sneeze guards (1)
- Toaster conveyor (1)
- Commercial washer (1)
- Commercial dryer (1)
- Student computers (10) Internet access required
- Printers, ink jet (1 per 4 computers)
- Printer, laser, color
- Lockers for students (1 per student)
- Maid’s cart (1)
- Several hotel room furniture pieces (1) over $500
NON-CAPITALIZED ITEMS

Culinary Arts

- Microwave (1)
- 5-qt mixer (2)
- Blender (1)
- Stainless steel table-based mechanical can opener (1)
- Stainless steel carts with caster wheels (3 with drawers and 3 with bottom shelves, 3 with pot racks, 3 with top shelves) (6)
- Portable serving carts (6)
- Portable dish carts (2)
- Portable ingredient bins (4)
- Large trash cans with rolling dollies (6)
- Bowl cutter (1)
- Dolly, transport (1)
- Portable insulated food boxes (3)
- Ice caddy (1)
- Dishwasher racks for glasses (8)
- Dishwasher racks for silverware, compartmentalized (3)
- Dishwasher racks, slide open, for cups and bowls (5)
- Dishwasher racks for plates (5)
- Bakers scale (10)
- Flour scale, 50# (1)
- Portion scales (10)
- 6-ft dining room tables, folding (25)
- 6-ft round dining room tables, folding (10)
- Dining room chairs (125)
- Table/chair truck or dolly (2)
- Flatware sets (200 ct.)
- Glassware sets (200 ct.)
- Sink, hand-washing (1)
- China sets (200 ct.)
- Napkins (200)
- Tablecloths for 6-ft dining room tables (30)
- Tablecloths for 6-ft round dining room tables (10)
- Assorted size sauce pans (12)
- Assorted size saute pans (12)
- Assorted size stock pans (6)
- Full-size sheet pans (24)
- Half-size sheet pans (12)
- Assorted size steam table pans with 12 lids (36)
- Cutting boards (12)
- Cutting board rack (2)
- Knife sets (10)
- Assorted cooking and serving spoons (24)
Assorted dippers (10)
Assorted ladles (12)
Assorted whips (12)
Skimmers (33)
Tongs (24)
Colanders (4)
Wire strainers (6)
China cap (1)
Box grater (2)
Sifter (4)
Assorted size liquid measure (12)
Set of dry measures (cup and spoon set) (6)
Rolling pins (4)
Waiter serving trays, assorted sizes (12)
Tray stands/jacks (12)
Portable podium with P.A. system (1)
Cake, pie, and muffin pans (10 each)
Party trays, assorted (24)
Chafing dishes, full (5)
Mixing bowls, assorted (12)
Bus tubs (12)
Plastic storage containers, assorted (24)
Assorted garnishing tools (2 sets)
Spatulas, offset (5)
Spatulas, flat (5)
Pie server (2)
Butcher steel (1)
Sharpening stone (1)
Meat thermometer (2)
Candy thermometer (2)
Freezer, refrigerator, oven thermometers (12)
Thermocouple thermometer (1)
Infrared thermometer (1)
Oven mitts (10 sets)
Pitchers (water/tea) (12)
Coffee pitchers (12)
Plate covers (150)
Menu board (1)
Baker’s wooden tables (2)
Garde manger tools (10 sets)
Pâté and terrine molds, miscellaneous molds (2 sets)
Canapé cutters (10 sets)
Ice cream maker (1)
Pasta maker (2)
Sausage maker (1)
Meat grinder (1)
Display trays (2 sets of various sizes)
Display mirrors (2 sets of various sizes)
Ice carving tools (10)
Wok (6)
Dough divider and roller (10)
Proof box (1)
Deck oven (1)
Blenders (large and small) (6)
Spice grinder (6)
Mortar and pestle (6)
Marzipan tools (10 sets)
Sugar-pulling equipment (2)
Beverage dispenser (hot and cold) (3)
Waffle Maker (1)
Office storage cabinet and shelves

Hotel and Restaurant Management

Time stamp (1)
Vacuum cleaner, commercial (1)
Assorted hotel room linens
Credit card authorizer (1)
Function book (1)
Roll-away bed (1)
Refreshment center (1)
Iron (1)
Ironing board (1)
Computer with PMS (property management software)

Travel and Tourism

Map (wall) (1)
Travel videos (20)
Hotel-Lodging city guide (1)
Travel planner book (1)
OAG manual (1)
Portable PA system (1)
RECOMMENDED INSTRUCTIONAL AIDS

- Projection, screen
- 47-in. flat screen television
- VCR/DVD player
- Data projector (3)
- Digital visual presenter (1 per lab)
- Globe
- Tape recorder
- Digital camera
- Smart board
- Scanner (1)
- Computer, laptop with docking station
Assessment

Blueprint

This program is assessed using the MS-CPAS2. The following blueprint summary contains the competencies that are measured when assessing this program. Competencies are grouped into clusters, and a weight is given to each cluster to determine the number of items needed from each cluster. The numbers of C1s and C2s (item difficulty levels) are also indicated on the blueprint.

Visit http://info.rcu.msstate.edu/services/curriculum.asp to download the blueprint for this course.
Appendix A: Industry Certifications
American Hotel and Lodging Association Educational Institute

Hospitality Operations Certificate (HO 8 Concentration Areas) and/or Food and Beverage Management Diploma (FB 12 Concentration Areas)

AHLA-FB1/HO8A  Food Safety: Managing with the HACCP System
AHLA-FB2/HO2  Supervision in the Hospitality Industry
AHLA-FB3  Hospitality Facilities Management and Design
AHLA-FB4/HO4  Managing Service in Food and Beverage Operations
AHLA-FB5  Training and Development for the Hospitality Industry
AHLA-FB6/HO8B  Planning and Control for Food and Beverage Operations
AHLA-FB7  Managing Technology in the Hospitality Industry
AHLA-FB8  Elective (one Educational Institute Course)
AHLA-FB9A/HO5A  The Lodging and Foodservice Industry
AHLA-FB9B/HO5B  Hospitality Today: An Introduction
AHLA-FB9C/HO5C  Fundamentals of Destination Management and Marketing
AHLA-FB10/HO7  Accounting Component
AHLA-FB11A  Managing Beverage Service
AHLA-FB11B  Bar and Beverage Management
AHLA-FB12  Food Production Component
AHLA-HO1  Management of Food and Beverage Operations
AHLA-HO3  Managing Front Office Operations
AHLA-HO6  Marketing Component (Marketing in the Hospitality Industry, Hospitality and Tourism Marketing, Hospitality Sales and Marketing)
AHLA-HO8C  Managing Housekeeping Operations
AHLA-HO8D  Understanding Hospitality Law
AHLA-HO8E  Purchasing for Foodservice Operations


National Restaurant Association Educational Foundation
ManageFirst Certification (5 Areas of Concentration)

NRA-MF1  Controlling Foodservice Costs
NRA-MF2  Hospitality and Restaurant Management
NRA-MF3  Human Resource Management and Supervision
NRA-MF4  ServSafe
NRA-MF5A  Customer Service
NRA-MF5B  Food Production
NRA-MF5C  Inventory and Purchasing
NRA-MF5D  Managerial Accounting
<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRA-MF5E</td>
<td>Menu Marketing and Management</td>
</tr>
<tr>
<td>NRA-MF5F</td>
<td>Nutrition</td>
</tr>
<tr>
<td>NRA-MF5G</td>
<td>Restaurant Marketing</td>
</tr>
<tr>
<td>NRA-MF5H</td>
<td>ServSafe Alcohol</td>
</tr>
</tbody>
</table>

Appendix B: Related Academic Standards

Reading
R1 Interpret Graphic Information (forms, maps, reference sources)
R2 Words in Context (same and opposite meaning)
R3 Recall Information (details, sequence)
R4 Construct Meaning (main idea, summary–paraphrase, compare–contrast, cause–effect)
R5 Evaluate/Extend Meaning (fact–opinion, predict outcomes, point of view)

Mathematics Computation
M1 Addition of Whole Numbers (no regrouping, regrouping)
M2 Subtraction of Whole Numbers (no regrouping, regrouping)
M3 Multiplication of Whole Numbers (no regrouping, regrouping)
M4 Division of Whole Numbers (no remainder, remainder)
M5 Decimals (addition, subtraction, multiplication, division)
M6 Fractions (addition, subtraction, multiplication, division)
M7 Integers (addition, subtraction, multiplication, division)
M8 Percents
M9 Algebraic Operations

Applied Mathematics
A1 Numeration (ordering, place value, scientific notation)
A2 Number Theory (ratio, proportion)
A3 Data Interpretation (graph, table, chart, diagram)
A4 Pre-Algebra and Algebra (equations, inequality)
A5 Measurement (money, time, temperature, length, area, volume)
A6 Geometry (angles, Pythagorean theory)
A7 Computation in Context (whole numbers, decimals, fractions, algebraic operations)
A8 Estimation (rounding, estimation)

Language
L1 Usage (pronoun, tense, subject–verb agreement, adjective, adverb)
L2 Sentence Formation (fragments, run-on, clarity)
L3 Paragraph Development (topic sentence, supporting sentence, sequence)
L4 Capitalization (proper noun, titles)
L5 Punctuation (comma, semicolon)
L6 Writing Conventions (quotation marks, apostrophe, parts of a letter)

Spelling
S1 Vowel (short, long)
S2 Consonant (variant spelling, silent letter)
S3 Structural Unit (root, suffix)

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Appendix C: 21st Century Skills

CS1 Global Awareness
- Using 21st century skills to understand and address global issues
- Learning from and working collaboratively with individuals representing diverse cultures, religions, and lifestyles in a spirit of mutual respect and open dialogue in personal, work, and community contexts
- Promoting the study of non-English language as a tool for understanding other nations and cultures

CS2 Financial, Economic, and Business Literacy
- Knowing how to make appropriate personal economic choices
- Understanding the role of the economy and the role of business in the economy
- Applying appropriate 21st century skills to function as a productive contributor within an organizational setting
- Integrating one’s self within and adapting continually to the nation’s evolving economic and business environment

CS3 Civic Literacy
- Being an informed citizen to participate effectively in government
- Exercising the rights and obligations of citizenship at local, state, national, and global levels
- Understanding the local and global implications of civic decisions
- Applying 21st century skills to make intelligent choices as a citizen

CS4 Information and Communication Skills
- Information and media literacy skills: analyzing, accessing, managing, integrating, evaluating, and creating information in a variety of forms and media; understanding the role of media in society
- Communication skills: understanding, managing, and creating effective oral, written, and multimedia communication in a variety of forms and contexts

CS5 Thinking and Problem-Solving Skills
- Critical thinking and systems thinking: exercising sound reasoning in understanding and making complex choices; understanding the interconnections among systems
- Problem identification, formulation, and solution: ability to frame, analyze, and solve problems
- Creativity and intellectual curiosity: developing, implementing, and communicating new ideas to others; staying open and responsive to new and diverse perspectives

CS6 Interpersonal and Self-Directional Skills
- Interpersonal and collaborative skills: demonstrating teamwork and leadership, adapting to varied roles and responsibilities, working productively with others, exercising empathy, and respecting diverse perspectives
- Self-direction: Monitoring one’s own understanding and learning needs, locating appropriate resources, and transferring learning from one domain to another
- Accountability and adaptability: exercising personal responsibility and flexibility in personal, workplace, and community contexts; setting and meeting high standards and goals for one’s self and others; tolerating ambiguity

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• Social responsibility: acting responsibly with the interests of the larger community in mind; demonstrating ethical behavior in personal, workplace, and community contexts