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HOSPITALITY AND TOURISM MANAGEMENT TECHNOLOGY MISSISSIPPI CURRICULUM FRAMEWORK

Baking and Pastry Arts (CIP: 12.0501 – Baking and Pastry Arts)
Culinary Arts (Program CIP: 12.0500 – Culinary Arts Technology)
Hotel and Restaurant Management (Program CIP: 52.0901 – Hospitality Administration/Management)
Travel and Tourism (Program CIP: 52.0903 – Travel and Tourism)

July 2016



Published by:

Mississippi Community College Board
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The Office of Curriculum and Instruction (OCI) was founded in 2013 under the Division of Workforce, Career, and Technical Education at the Mississippi Community College Board (MCCB). The office is funded through a partnership with The Mississippi Department of Education (MDE), who serves as Mississippi's fiscal agent for state and federal Career and Technical Education (CTE) Funds. The OCI is tasked with developing statewide CTE curriculum, programming, and professional development designed to meet the local and statewide economic demand.

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NATIONAL CERTIFICATION STANDARDS

American Hotel and Lodging Association Educational Institute Foundation –

Established in 1953, the American Hotel & Lodging Educational Institute (AHLEI), a non-profit organization, is committed to investing in the workforce development of the hospitality industry. For over 60 years, we have provided hospitality education and training solutions to those preparing for hospitality careers and those already working in the industry.

Because AHLEI is the training and education arm of the American Hotel & Lodging Association, they have a clear vision of what the industry needs and how to prepare people to succeed in this vibrant field. Direct industry input goes into the development of every one of our products, ensuring that the knowledge you gain is up-to-date, practical, and accurate.

Leading hotel brands, management companies, hospitality schools, convention bureaus, and associations around the world turn to AHLEI for hospitality education and training resources and professional certification. More than 1,500 universities, colleges, vocational technical schools, and government agencies worldwide use AHLEI courses, textbooks, and supplemental media assets in their classroom.

As the certifying body for hospitality, several of our training programs feature portable, stackable, industry-recognized certifications that provide participants with tangible recognition for their skills and knowledge. Their training programs and distance learning platforms are offered for hotel staff certification and training. AHLEI is the global leader in hospitality training and hotel management certifications and offers online learning and courses with textbooks and digital material to enhance the hospitality learning experience. AHLEI's programs are all recognized by the American Hotel & Lodging Association (AH&LA) and conform to the best practices in the hotel and lodging industry.

For more information on AHLEI, contact:

407.999.8100

<https://www.ahlei.org>

National Restaurant Association Educational Foundation –

The restaurant industry employs 14 million people – about one in 10 working Americans. The National Restaurant Association Educational Foundation (NRAEF) exists to enhance the restaurant industry's service to the public through education, community engagement and promotion of career opportunities. The NRAEF works to attract, develop and retain a career-oriented professional workforce for the restaurant industry.

Founded in 1987, the NRAEF is the philanthropic foundation of the [National Restaurant Association](#). The NRAEF impacts the prosperity of the restaurant industry by developing a stronger workforce and building the next generation of industry leaders. The Foundation's educational initiatives provide culinary, management, food safety and employability skills training to build a pipeline of talent for the growing industry. Students earn nationally accredited food safety certification from the National Restaurant Association's ServSafe® certification.

For further information on the NRAEF, contact:

1.800.424.5156

<https://www.nraef.org>

National Occupational Competency Testing Institute –

The National Occupational Competency Testing Institute (NOCTI) is the largest provider of industry-based credentials and partner industry certifications for career and technical education (CTE) programs across the nation. Whether using assessments to meet Perkins accountability requirements, to guide data-driven instructional improvement, or to assist with teacher evaluation systems, NOCTI provides a credible solution through its

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validated and reliable technical skill assessment. With over five decades of experience in developing tools to continuously improve the field of Career and Technical Education (CTE), NOCTI delivers solutions for increasing students' technical competence and certifying new and incumbent workers in the private sector. NOCTI is a national leader in creating customized and standardized assessment solutions.

Since it was first funded by a federal grant to Rutgers University in the late 1960s, NOCTI has functioned as a not-for-profit consortium representing each of the fifty states and the US territories and is governed by a prestigious Board of Trustees. This group of individuals reinforces NOCTI's expertise in, and strong commitment to, improving America's workforce.

NOCTI's commitment to building a competent workforce extends to business and industry through [Nocti Business Solutions](#) (formerly The Whitener Group) which was organized in 1999 as a separate company to work with corporate management, unions, and employees to address their assessment needs.

Over the years, NOCTI, originally a national source for occupational teacher assessments, has evolved into a full-service provider of quality technical assessments for secondary and post-secondary students, teacher candidates, and business and industry. NOCTI has become a valuable partner in the CTE community's efforts to improve America's workforce. Our products and services have expanded beyond cutting edge assessments to include classroom materials for test preparation, tools for data usage, delivery of national certification exams, customized reporting, and professional development. QuadNet, NOCTI's custom online system, was built by NOCTI specifically for our customers and is continuously being updated and improved to address their needs.

For further information on NOCTI, contact:

231.796.4890

www.nocti.org

Safety & Pollution Prevention Educational Services –

Safety & Pollution Prevention Educational Services (S/P2) is the automotive industry standard for online safety and pollution prevention training, with courses that provide the knowledge and skills necessary for employees and students to complete their work effectively, efficiently, and safely. S/P2 industry-specific content helps managers, technicians, safety supervisors, shop owners, instructors, and students alike stay safe and compliant on the job or in the classroom.

Collision, Mechanical, and Claims Staff courses are available to businesses, **whereas overview and awareness courses are available** for Automotive, Construction, Cosmetology, and **Culinary** instructors and students at high schools, career and technical education schools, and colleges and universities. S/P2 covers everything from basic workplace safety topics to targeted training for specific industry segments or groups of students.

Each year, S/P2® helps protect more than 150,000 students, instructors, schools, shop owners, shops, and employees nationwide through industry-specific online safety and pollution prevention training.

Launched in 2002 to help the automotive service and repair industry meet annual OSHA and EPA requirements, S/P2 has become the automotive repair industry standard for online safety and pollution prevention training, with over 20,000,000 tests taken to date.

To help meet the rising demand for safety and pollution prevention training in career and technical education, S/P2 expanded its course offerings and now serves schools in the automotive, construction, cosmetology, and culinary trades.

S/P2 offers consistent safety and pollution prevention training to existing business customers, and an expanding portfolio of courses to school audience. What started as a single online training product has now evolved into a full-service training package for businesses and schools, with more on the way.

From fast food to fine dining, the foodservice industry is as diverse as the students who will become our future culinary leaders. This course prepares students for the hazards they will encounter in kitchens, dining areas, and other culinary environments.

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The S/P2 Culinary courses include:

- S/P2 Culinary Food Safety
- S/P2 Culinary Workplace Safety
- Land That Job: Interview Skills for Culinary Students
- Ethics in the Culinary Industry (*Coming Soon*)

For further information on S/P2, contact:

888.241.8332

<https://sp2.org>

The Travel Institute –

For over 50 years The Travel Institute has been helping excellent travel professionals stand out from the crowd with industry recognized certifications. It isn't just "letters after your name" they are a statement about who you are and the commitment you have made to your career. Customers like dealing with a recognized professional, and having earned a CTA, CTC or CTIE will let them know you are serious about what you do.

Hundreds of thousands of students have used Travel Career Development as a key to unlocking a career in the travel industry. It is widely used as a core text in survey courses, as an office reference for new employees, and as the centerpiece for various programs on specific aspects of the travel industry. The ninth edition provides a systematic, comprehensive overview of the travel and tourism industry. Its content is organized into four parts: Part 1: Exploring the World of Travel sets the foundation for the rest of the book, introducing students to basic concepts and topics.

Part 2: The Travel Product examines the key sectors of the travel industry one by one.

Part 3: Marketing Travel provides both an overview of basic principles and a discussion of effective practices for selling travel products.

Part 4: The Travel Workplace gives a practical introduction to key aspects of working in the travel and tourism industry. It discusses the essential tasks of communicating and managing money in travel offices and the operation of home-based travel businesses. It also offers guidelines for finding employment and building a successful career.

Contents
Chapter 1: Overview of the Travel and Tourism Industry Chapter 2: Geography and International Travel Chapter 3: Using Technology Chapter 4: Air Travel Chapter 5: Ground Travel Chapter 6: Accommodations Chapter 7: Cruises Chapter 8: Tours and Packages Chapter 9: Marketing Chapter 10: Making a Sale Chapter 11: Specialized Sales Chapter 12: Communications Chapter 13: Money Matters Chapter 14: Home-Based Agents Chapter 15: Finding Employment Chapter 16: Building a Career © The Travel Institute Page 1

For further information on The Travel Institute's Travel Agency Proficiency Exam:

781-237-0280 ext 139

www.thetravelinstitute.com

INDUSTRY JOB PROJECTION DATA

Baking and Pastry Arts

Baking and pastry art occupations require a minimal education level of work experience in the related field. The Bureau of Labor Statistics reports that there will be a 4.62% increase in job outlook at the regional level and an 8.40% increase at the state level. Median annual income for this occupation is \$35,755.20 at the regional level and state level. A summary of occupational data from the Bureau of Labor Statistics Data Center and the State Workforce Investment Board data is displayed below ([www. http://swib.ms.gov/DataCenter/](http://swib.ms.gov/DataCenter/)):

Table 1: Education Level

Program Occupations	Education Level
Chefs and head cooks	Work Experience in Related Field

Table 2: Occupational Overview

	Region	State	United States
2010 Occupational Jobs	433	536	90230
2020 Occupational Jobs	453	581	90014
Total Change	20	45	-216
Total % Change	4.62%	8.40%	-0.24%
2010 Median Hourly Earnings	\$17.19	\$17.19	\$19.53
2010 Median Annual Earnings	\$35,755.20	\$35,755.20	\$40,622.40
Annual Openings	2	4	-21

Table 3: Occupational Breakdown

Description	2010 Jobs	2020 Jobs	Annual Openings	2010 Hourly Earnings	2010 Annual Earnings 2,080 Work Hours
Chefs and head cooks	433	453	2	\$17.19	\$35,755.20
TOTAL	433	453	2	\$17.19	\$35,755.20

Table 4: Occupational Change

Description	Regional Change	Regional % Change	State % Change	National % Change
Chefs and head cooks	20	4.62%	8.40%	-0.24%

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Culinary Arts

Culinary art occupations require an education level of a high school diploma or work experience in the related field. There is a projected 14.06% increase in occupational demand at the regional level and a 15.41% increase at the state level. Median annual income for these occupations is \$24,237.20 at the regional level and \$24,275.52 at the state level. A summary of occupational data from the State Workforce Investment Board Data Center is displayed below ([www. http://swib.ms.gov/DataCenter/](http://swib.ms.gov/DataCenter/)):

Table 1: Education Level

Program Occupations	Education Level
Chefs and head cooks	Work Experience in Related Field
First-line supervisors/managers of food preparation and serving workers	Work Experience in Related Field
Cooks, institution and cafeteria	Moderate-term on-the-job training
Cooks, all other	Moderate-term on-the-job training

Table 2: Occupational Overview

	Region	State	United States
2010 Occupational Jobs	10845	15045	1269390
2020 Occupational Jobs	12370	17363	1359360
Total Change	1525	2318	89970
Total % Change	14.06%	15.41%	7.09%
2010 Median Hourly Earnings	\$11.65	\$11.67	\$14.00
2010 Median Annual Earnings	\$24,237.20	\$24,275.52	\$29,111.28
Annual Openings	152	231	8997

Table 3: Occupational Breakdown

Description	2010 Jobs	2020 Jobs	Annual Openings	2010 Hourly Earnings	2010 Annual Earnings 2,080 Work Hours
Chefs and head cooks	433	453	2	\$17.19	\$35,755.20
First-line supervisors/managers of food preparation and serving workers	6671	7528	85	\$12.12	\$25,209.60
Cooks, institution and cafeteria	3400	3974	57	\$8.68	\$18,054.40
Cooks, all other	341	415	7	\$8.62	\$17,929.60
TOTAL	10845	12370	152	\$11.65	\$24,237.20

Table 4: Occupational Change

Description	Regional Change	Regional % Change	State % Change	National % Change
Chefs and head cooks	20	4.62%	8.40%	-0.24%
First-line supervisors/managers of food preparation and serving workers	857	12.85%	15.01%	6.63%
Cooks, institution and cafeteria	574	16.88%	15.89%	9.14%
Cooks, all other	74	21.70%	26.51%	18.56%

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Hotel and Restaurant Management

The hospitality management occupation requires an education level of work experience in the related field. There is a 9.06% increase projected in occupational demand at the regional level and a 13.89% increase at the state level. Median annual income for this occupation is \$39,884.00 at the regional level and \$40,242.45 at the state level. A summary of occupational data from the State Workforce Investment Board Data Center is displayed below ([www.http://swib.ms.gov/DataCenter/](http://swib.ms.gov/DataCenter/)):

Table 1: Education Level

Program Occupations	Education Level
Food service managers	Work Experience in Related Field
Lodging managers	Work Experience in Related Field

Table 2: Occupational Overview

	Region	State	United States
2010 Occupational Jobs	1314	1677	209220
2020 Occupational Jobs	1433	1910	220669
Total Change	119	233	11449
Total % Change	9.06%	13.89%	5.47%
2010 Median Hourly Earnings	\$19.18	\$19.35	\$22.89
2010 Median Annual Earnings	\$39,884.00	\$40,242.45	\$47,620.65
Annual Openings	11	23	1144

Table 3: Occupational Breakdown

Description	2010 Jobs	2020 Jobs	Annual Openings	2010 Hourly Earnings	2010 Annual Earnings 2,080 Work Hours
Food service managers	942	1034	9	\$21.76	\$45,260.80
Lodging managers	372	399	2	\$16.59	\$34,507.20
TOTAL	1314	1433	11	\$19.18	\$39,884.00

Table 4: Occupational Change

Description	Regional Change	Regional % Change	State % Change	National % Change
Food service managers	92	9.77%	14.74%	5.69%
Lodging managers	27	7.26%	11.54%	4.17%

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Travel and Tourism

Travel and tourism occupations require an education level of a high school diploma or its equivalent and work experience in the related field. There is a 10.73% increase projected in occupational demand at the regional level and a 15.51% increase at the state level. Median annual income for this occupation is \$92,747.20 at both the regional and state level. A summary of occupational data from the State Workforce Investment Board Data Center is displayed below ([www. http://swib.ms.gov/DataCenter/](http://swib.ms.gov/DataCenter/)):

Table 1: Education Level

Program Occupations	Education Level
Managers, all other	Work Experience in Related Field

Table 2: Occupational Overview

	Region	State	United States
2010 Occupational Jobs	1193	1625	337250
2020 Occupational Jobs	1321	1877	372217
Total Change	128	252	34967
Total % Change	10.73%	15.51%	10.37%
2010 Median Hourly Earnings	\$44.59	\$44.59	\$46.37
2010 Median Annual Earnings	\$92,747.20	\$92,747.20	\$96,449.60
Annual Openings	12	25	3496

Table 3: Occupational Breakdown

Description	2010 Jobs	2020 Jobs	Annual Openings	2010 Hourly Earnings	2010 Annual Earnings 2,080 Work Hours
Managers, all other	1193	1321	12	\$44.59	\$92,747.20
TOTAL	1193	1321	12	\$44.59	\$92,747.20

Table 4: Occupational Change

Description	Regional Change	Regional % Change	State % Change	National % Change
Managers, all other	128	10.73%	15.51%	10.37%

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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 and ServSafe certification according to MCCB 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) or HRT 1213-4 Safety and Sanitation with the stipulation of passing the MS-CPAS2 and ServSafe certification according to MCCB guidelines.

SEC Program	PS Program	PS Courses
S - Hotel Restaurant & Tourism Management Technology (CIP 52.0901)	PS Hospitality & Tourism Management Technology <ul style="list-style-type: none"> • (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 OR HRT 1213-4 – Safety and Sanitation
S - Culinary and Related Foods Technology	PS Hospitality & Tourism Management Technology <ul style="list-style-type: none"> • (CIP: 52.0901) Hospitality Administration/Management • (CIP 52.0903) Travel and Tourism • (CIP 12.0500) Culinary Arts Technology • (CIP: 12.0501) Baking and Pastries 	HRT 1213-4 - Safety and Sanitation

TECHNICAL SKILLS ASSESSMENT

Colleges should report the following for students who complete the program with a career certificate, technical certificate, or an Associate of Applied Science Degrees for technical skills attainment. To use the approved Alternate Assessment for the following programs of study, colleges should provide a Letter of Notification to the Director of Career Technical Education at the MS Community College Board. Please see the following link for further instructions: <http://www.mccb.edu/wkfEdu/CTDefault.aspx>.

CIP Code	Program of Study	
52.0901	Hotel and Restaurant Management	
Level	Standard Assessment	Alternate Assessment
Career	MS-CPAS-1 Postsecondary Hospitality Administration/Management: Year 1	AHLEI- Hospitality Today: An Introduction -Food Safety: Managing with the HACCP System -Managing Front Office Operations -Managing Housekeeping Operations -Managing Service in Food and Beverage Operations <u>OR</u> NOCTI- -Culinary Arts Level 1 Hospitality Management-Lodging
Technical/AAS	MS-CPAS-2 Postsecondary Hospitality Administration/Management: Year 2	AHLEI- -Supervision in the Hospitality Industry -Managing Hospitality Human Resource -Planning and Controlling for Food and Beverage Operations
CIP Code	Program of Study	
52.0903	Travel and Tourism	
Level	Standard Assessment	Alternate Assessment
Career	MS-CPAS-2 Postsecondary Travel And Tourism: Year 1	AHLEI- -Hospitality Today: An Introduction -Managing Front Office Operations -Managing Housekeeping Operations -Food Safety: Managing with the HACCP System
Technical/AAS	MS-CPAS-2 Postsecondary Travel And Tourism: Year 2	The Travel Institute- -The Travel Agency Proficiency Exam

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CIP Code	Program of Study	
12.0500	Culinary Arts	
Level	Standard Assessment	Alternate Assessment
Career	MS-CPAS-2 Postsecondary Culinary Arts: Year 1	NRA ManageFirst- -Nutrition -ServSafe -Culinary Arts -Baking Arts
		<u>OR</u>
		NOCTI- -Culinary Arts Level 1 -Culinary Arts Level 2 -Retail Commercial Baking
Technical/AAS	MS-CPAS-2 Postsecondary Culinary Arts: Year 2	American Culinary Federation Certified Culinarian Certification

CIP Code	Program of Study	
12.0501	Baking and Pastry Arts	
Level	Standard Assessment	Alternate Assessment
Career	MS-CPAS-2 Postsecondary Baking And Pastry Arts: Year 1	NRA ManageFirst- - ServSafe - Baking Arts - Nutrition
Technical/AAS	MS-CPAS-2 Postsecondary Baking And Pastry Arts: Year 2	American Culinary Federation Certified Pastry Culinarian Certification

Certification and Licensure Prices:

American Culinary Federation	Free with accreditation
National Restaurant Association ManageFirst®	\$95-\$125 cost of textbook \$30.00 for ServSafe as student?
NOCTI Multiple-choice Pre/Post and Performance Combo	\$32.00
AHLEI	\$98 - \$110 cost of textbook
The Travel Institute	\$40-\$95 cost of textbook

ONLINE AND BLENDED LEARNING OPPORTUNITIES

Course content includes lecture and laboratory semester credit hours. Faculty members are encouraged to present lecture related content to students in an online or blended learning environment. Training related to online and blended learning will be available to faculty members through the MS Community College Board.

INSTRUCTIONAL STRATEGIES

Instructional strategies for faculty members implementing the curriculum can be found through the Office of Curriculum and Instruction’s professional development.

ASSESSMENT STRATEGIES

The Office of Curriculum and Instruction's professional development offer assessment strategies to faculty members implementing the curriculum. Additionally, standards were included in course content when appropriate.

RESEARCH ABSTRACT

The curriculum framework in this document reflects the 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.

This curriculum was last validated and approved in 2010. In the spring of 2016, the Office of Curriculum and Instruction (OCI) met with many different business and industries in Central MS, Northern MS and Southern MS. Program faculty, administrators, and industry members were consulted regarding industry workforce needs and trends. An industry questionnaire was used to gather feedback concerning the trends and needs, both current and future, of their field. Industry members stated this industry will continue to grow. Several industry members expressed a need for employees working in the travel and tourism industry to have knowledge of the digital aspects of reservations, travel, bookings, and marketing. In today's economy, very little time is now actually spent with customers one-on-one and students must hold an understanding for working with customers technologically. Student learning outcomes reflecting customer service skills with customers who have a disability were also added to the curriculum. Culinary industry members also stated that for students going into more of the restaurant management side, there should be some basic knowledge of planned/preventive maintenance and troubleshooting equipment. These student learning outcomes were added to the program. Many of the industry members stated there is a need for additional coursework/skills training with culinary math. Therefore, an Introduction to Culinary Arts and Culinary Math courses were created. The Hospitality Seminar courses were also changed to reflect more professional development for the students in the soft skills and professional areas for employment.

REVISION HISTORY

2009-Research & Curriculum Unit, Mississippi State University

2016-Office of Curriculum & Instruction, Mississippi Community College Board

PROGRAM DESCRIPTIONS

The **Hotel and Restaurant Management** concentration provides specialized career/technical instruction in all phases of hotel and restaurant management to prepare students for careers in the hospitality and tourism industry. This concentration leads to an Associate of Applied Science degree with benchmarks as outlined at the 15-hour, 30-hour, 45-hour, and 60-hour marks. Students who successfully complete 30 semester hours as outlined in the program of study may be awarded a career certificate, along with additional certifications. Students who successfully complete 45 semester hours as outlined in the program of study may be awarded a technical certificate, along with additional certifications. Students who successfully complete 60 semester hours as outlined in the program of study may be awarded an Associate of Applied Science degree. 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 career/technical instruction and practice to prepare students for careers in tourism and travel occupations. Students will also learn how to perform reservation functions by utilizing the internet. This concentration leads to an Associate of Applied Science degree with benchmarks as outlined at the 15-hour, 30-hour, 45-hour, and 60-hour marks. Students who successfully complete 30 semester hours as outlined in the program of study may be awarded a career certificate, along with additional certifications. Students who successfully complete 45 semester hours as outlined in the program of study may be awarded a technical certificate, along with additional certifications. Students who successfully complete 60 semester hours as outlined in the program of study may be awarded an Associate of Applied Science degree. In addition, students completing this program will be eligible to obtain ServSafe® Sanitation certification from the National Restaurant Association.

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. This concentration leads to an Associate of Applied Science degree with benchmarks as outlined at the 15-hour, 30-hour, 45-hour, and 60-hour marks. Students who successfully complete 30 semester hours as outlined in the program of study may be awarded a career certificate, along with certifications from the American Hotel and Lodging Association Education Institute. Students who successfully complete 45 semester hours as outlined in the program of study may be awarded a technical certificate, along with certifications from the American Hotel and Lodging Association Education Institute. Students who successfully complete 60 semester hours as outlined in the program of study may be awarded an Associate of Applied Science degree. In addition, after successful completion of the Sanitation and Safety course, students will be eligible to obtain ServSafe® Sanitation certification from the National Restaurant Association.

The **Baking and Pastries Technology** concentration provides a solid foundation in the methods and science of baking. The program provides a solid foundation in everything from breads and cakes to confections and frozen desserts. Special emphasis is placed on baking and pastry tools, equipment, techniques, and specialty ingredients. This concentration leads to an Associate of Applied Science degree with benchmarks as outlined at the 15-hour, 30-hour, 45-hour, and 60-hour marks. Students who successfully complete 30 semester hours as outlined in the program of study may be awarded a career certificate. Students who successfully complete 45 semester hours as outlined in the program of study may be awarded a technical certificate. Students who successfully complete 60 semester hours as outlined in the program of study may be awarded an Associate of Applied Science degree. In addition, after successful completion of the Sanitation and Safety course, students will be eligible to obtain ServSafe® Sanitation certification from the National Restaurant Association.

SUGGESTED COURSE SEQUENCE

Baking and Pastry Arts Concentration

Accelerated Pathway Credential

Course Number	Course Name	Semester Credit Hours	SCH Breakdown		Total Contact Hours	Course Certification	Program Certification
			Lecture	Lab		Certification Name	
BPT 1234	Classic Pastry, Pies, and Tarts	4	2	4	90		
CUT 1153	Introduction to Culinary Arts	3	3	0	45		
	Electives	4					
	TOTAL	15					

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**Baking and Pastry Arts Concentration
Career Certificate Required Courses**

Course Number	Course Name	Semester Credit Hours	SCH Breakdown		Total Contact Hours	Course Certification	Program Certification	
			Lecture	Lab				
HRT 1213-4	Sanitation and Safety	3 OR 4			45 OR 60 OR 75	AHLEI: Food Safety: Managing with the HACCP System OR NRA ManageFirst® ServSafe® OR S/P2 Culinary Food Safety	NOCTI - Retail Commercial Baking And Culinary Principles Level 1	
CUT 1134-5	Principles of Baking	4 OR 5			90 OR 105	NRA ManageFirst® Baking Arts		
HRT/CUT 1114-5	Culinary Principles I	4 OR 5			90 OR 105	NRA ManageFirst® Nutrition OR S/P2 Culinary Workplace Safety		
BPT 1224	Cookies, Mignardise and Frozen Desserts	4	2	4	90			
CUT 1153	Introduction to Culinary Arts	3	3	0	45			
BPT 2214	Artisan Breads and Viennoiserie	4	2	4	90			
BPT 1234	Classic Pastry, Pies, and Tarts	4	2	4	90			
	Instructor approved technical electives	1-4						
TOTAL		30						

**Baking and Pastry Arts Concentration
Technical Certificate Required Courses**

Course Number	Course Name	Semester Credit Hours	SCH Breakdown		Total Contact Hours	Course Certification	Program Certification
			Lecture	Lab			
BPT 2324	Advanced Cakes and Patisserie	4	2	4	90		American Culinary Federation Certified Pastry Culinarian Certification
BPT 2334	Chocolates, Confections Sugar Artistry	4	2	4	90		
BPT 1314	Restaurant and Catering Operations for Baking and Pastry Arts	4	2	4	90		
	Instructor approved technical electives	3					
TOTAL		15					

General Education Core Courses

To receive the Associate of Applied Science Degree, a student must complete all of the required coursework found in the Career Certificate option, Technical Certificate option and a minimum of 15 semester hours of General Education Core. The courses in the General Education Core may be spaced out over the entire length of the program so that students complete some academic and Career Technical courses each semester or provided primarily within the last semester. Each community college will specify the actual courses that are required to meet the General Education Core Requirements for the Associate of Applied Science Degree at their college. The Southern Association of Colleges and Schools (SACS) Commission on Colleges Standard 2.7.3 from the Principles of Accreditation: Foundations for Quality Enhancement¹ describes the general education core.

Section 2.7.3 In each undergraduate degree program, the institution requires the successful completion of a general education component at the collegiate level that (1) is substantial component of each undergraduate degree, (2) ensures breadth of knowledge, and (3) is based on a coherent rationale. For degree completion in associate programs, the component constitutes a minimum of 15 semester hours or the equivalent. These credit hours are to be drawn from and include at least one course from the following areas: humanities/fine arts, social/behavioral sciences, and natural science/mathematics. The courses do not narrowly focus on those skills, techniques, and procedures specific to a particular occupation or profession.

Baking and Pastry Arts Concentration

General Education Courses

Course Number	Course Name	Semester Credit Hours	SCH Breakdown		Total Contact Hours	Contact Hour Breakdown		Certification Information
			Lecture	Lab		Lecture	Lab	Certification Name
	Humanities/Fine Arts	3						
	Social/Behavioral Science	3						
	Math/Science	3						
	Academic electives	6						
TOTAL		15						

¹

Southern Association of Colleges and Schools Commission on Colleges. (2012). *The principles of accreditation: Foundations for quality enhancement*. Retrieved from <http://www.sacscoc.org/pdf/2012PrinciplesOfAccreditation.pdf>

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SUGGESTED COURSE SEQUENCE

Culinary Arts Concentration Accelerated Pathway Credential

Course Number	Course Name	Semester Credit Hours	SCH Breakdown		Total Contact Hours	Course Certification	Program Certification
			Lecture	Lab		Certification Name	
CUT 1153 -OR- HRT 1123	Introduction to Culinary Arts -OR- Introduction to the Hospitality and Tourism Industry	3	3	0	45	AHLEI: Hospitality Today: An Introduction	
CUT 2223	Menu Planning	3	3		45		
	Electives	9					
	TOTAL	15					

Culinary Arts Concentration Career Certificate Required Courses

Course Number	Course Name	Semester Credit Hours	SCH Breakdown		Total Contact Hours	Course Certification	Program Certification
			Lecture	Lab		Certification Name	
CUT 1153 -OR- HRT 1123	Introduction to Culinary Arts -OR- Introduction to the Hospitality and Tourism Industry	3			45	AHLEI: Hospitality Today: An Introduction	NOCTI: - Commercial Foods and Retail Baking and Culinary Arts Level 1 and Culinary Arts Level 2
HRT/CUT 1114-5	Culinary Principles I	<u>4</u> <u>OR</u> 5			60 <u>OR</u> 75	NRA ManageFirst® Nutrition <u>OR</u> S/P2 Culinary Workplace Safety	
CUT/HRT 1213-4	Sanitation and Safety	3 <u>OR</u> 4			45 <u>OR</u> 60 <u>OR</u> 75	AHLEI: Food Safety: Managing with the HACCP System <u>OR</u> NRA ManageFirst® ServSafe® <u>OR</u> S/P2 Culinary Food Safety	
CUT 1124-5	Culinary Principles II	4 <u>OR</u> 5			90 <u>OR</u> 105	NRA ManageFirst® Culinary Arts	
CUT 1134-5	Principles of Baking	4 <u>OR</u> 5			90 <u>OR</u> 105	NRA ManageFirst® Baking Arts	
CUT 2223	Menu Planning	3			45		
	Instructor approved technical electives	6-9					
	TOTAL	30					

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Culinary Arts Concentration Technical Certificate Required Courses

Course Number	Course Name	Semester Credit Hours	SCH Breakdown		Total Contact Hours	Course Certification	Program Certification
			Lecture	Lab		Certification Name	
CUT 2424	International Cuisine	4	2	4	90		American Culinary Federation Certified Culinarian Certification
CUT 2314	American Regional Cuisine	4	2	4	90		
	Instructor approved technical electives	7					
TOTAL		15					

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General Education Core Courses

To receive the Associate of Applied Science Degree, a student must complete all of the required coursework found in the Career Certificate option, Technical Certificate option and a minimum of 15 semester hours of General Education Core. The courses in the General Education Core may be spaced out over the entire length of the program so that students complete some academic and Career Technical courses each semester or provided primarily within the last semester. Each community college will specify the actual courses that are required to meet the General Education Core Requirements for the Associate of Applied Science Degree at their college. The Southern Association of Colleges and Schools (SACS) Commission on Colleges Standard 2.7.3 from the Principles of Accreditation: Foundations for Quality Enhancement² describes the general education core.

Section 2.7.3 In each undergraduate degree program, the institution requires the successful completion of a general education component at the collegiate level that (1) is substantial component of each undergraduate degree, (2) ensures breadth of knowledge, and (3) is based on a coherent rationale. For degree completion in associate programs, the component constitutes a minimum of 15 semester hours or the equivalent. These credit hours are to be drawn from and include at least one course from the following areas: humanities/fine arts, social/behavioral sciences, and natural science/mathematics. The courses do not narrowly focus on those skills, techniques, and procedures specific to a particular occupation or profession.

**Culinary Arts Concentration
General Education Courses**

Course Number	Course Name	Semester Credit Hours	SCH Breakdown		Total Contact Hours	Contact Hour Breakdown		Certification Information
			Lecture	Lab		Lecture	Lab	Certification Name
	Humanities/Fine Arts	3	3					
	Social/Behavioral Science	3	3					
	Math/Science	3	3					
	Academic electives	6						
TOTAL		15						

²

Southern Association of Colleges and Schools Commission on Colleges. (2012). *The principles of accreditation: Foundations for quality enhancement*. Retrieved from <http://www.sacscoc.org/pdf/2012PrinciplesOfAccreditation.pdf>

SUGGESTED COURSE SEQUENCE

**Hotel and Restaurant Management Concentration
Accelerated Pathway Credential**

Course Number	Course Name	Semester Credit Hours	SCH Breakdown		Total Contact Hours	Course Certification	Certification Information
			Lecture	Lab		Certification Name	
HRT 1123	Introduction to the Hospitality and Tourism Industry	3	3	0	45	AHLEI: Hospitality Today: An Introduction	
HRT 1223-4	Restaurant and Catering Operations	3 <u>OR</u> 4	3	0	45	AHLEI: Managing Service in Food and Beverage Operations	
			<u>OR</u> 4	<u>OR</u> 0	<u>OR</u> 60		
			2	2	60		
			<u>OR</u> 2	<u>OR</u> 4	<u>OR</u> 90		
	Electives	8-9					
	TOTAL	15					

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**Hotel and Restaurant Management Concentration
Career Certificate Required Courses**

Course Number	Course Name	Semester Credit Hours	SCH Breakdown		Total Contact Hours	Course Certification	Program Certification	
			Lecture	Lab		Certification Name		
HRT 1123	Introduction to the Hospitality and Tourism Industry	3	3		45	AHLEI: Hospitality Today: An Introduction	NOCTI Culinary Arts Level 1 Prep Cook and Hospitality Management-Lodging	
HRT/CUT 1114-5	Culinary Principles I	4 <u>OR</u> 5	2 <u>OR</u> 3	4		NRA ManageFirst® Nutrition <u>OR</u> S/P2 Culinary Workplace Safety		
HRT 1213-4	Sanitation and Safety	3 <u>OR</u> 4	3 <u>OR</u> 4 <u>OR</u> 2 <u>OR</u> 3	0 <u>OR</u> 2	45 <u>OR</u> 60 <u>OR</u> 75	AHLEI: Food Safety: Managing with the HACCP System <u>OR</u> NRA ManageFirst® ServSafe® <u>OR</u> S/P2 Culinary Food Safety		
HRT 1413	Rooms Division Management	3	3 <u>OR</u> 2	0 <u>OR</u> 2	45 <u>OR</u> 60	AHLEI: Managing Front Office Operations and Managing Housekeeping Operations		
HRT 1223-4	Restaurant and Catering Operations	3 <u>OR</u> 4	3 <u>OR</u> 4 <u>OR</u> 2 <u>OR</u> 2	0 <u>OR</u> 0 <u>OR</u> 2 <u>OR</u> 4	45 <u>OR</u> 60 <u>OR</u> 60 <u>OR</u> 90	AHLEI: Managing Service in Food and Beverage Operations		
	Instructor approved technical electives	11-14						
TOTAL		30						

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**Hotel and Restaurant Management Concentration
Technical Certificate Required Courses**

Course Number	Course Name	Semester Credit Hours	SCH Breakdown		Total Contact Hours	Course Certification	Program Certification
			Lecture	Lab		Certification Name	
HRT 2613	Hospitality Supervision	3	3 <u>OR</u> 2	0 <u>OR</u> 2	45 <u>OR</u> 60	AHLEI: Supervision in the Hospitality Industry <u>OR</u> ManageFirst Hospitality and Restaurant Management	NOCTI Hospitality Management Food and Beverage
HRT 2623	Hospitality Human Resource Management	3	3 <u>OR</u> 2	0 <u>OR</u> 2	45 <u>OR</u> 60	AHLEI Managing Hospitality Human Resource	
HRT 2233	Hospitality Cost Control	3	3 <u>OR</u> 2	0 <u>OR</u> 2	45 <u>OR</u> 60	AHLEI: Planning and Controlling for Food and Beverage Operations	
	Instructor approved technical electives	6					
TOTAL		15					

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General Education Core Courses

To receive the Associate of Applied Science Degree, a student must complete all of the required coursework found in the Career Certificate option, Technical Certificate option and a minimum of 15 semester hours of General Education Core. The courses in the General Education Core may be spaced out over the entire length of the program so that students complete some academic and Career Technical courses each semester or provided primarily within the last semester. Each community college will specify the actual courses that are required to meet the General Education Core Requirements for the Associate of Applied Science Degree at their college. The Southern Association of Colleges and Schools (SACS) Commission on Colleges Standard 2.7.3 from the Principles of Accreditation: Foundations for Quality Enhancement³ describes the general education core.

Section 2.7.3 In each undergraduate degree program, the institution requires the successful completion of a general education component at the collegiate level that (1) is substantial component of each undergraduate degree, (2) ensures breadth of knowledge, and (3) is based on a coherent rationale. For degree completion in associate programs, the component constitutes a minimum of 15 semester hours or the equivalent. These credit hours are to be drawn from and include at least one course from the following areas: humanities/fine arts, social/behavioral sciences, and natural science/mathematics. The courses do not narrowly focus on those skills, techniques, and procedures specific to a particular occupation or profession.

**Hotel and Restaurant Management Concentration
General Education Courses**

Course Number	Course Name	Semester Credit Hours	SCH Breakdown		Total Contact Hours	Contact Hour Breakdown		Certification Information
			Lecture	Lab		Lecture	Lab	Certification Name
	Humanities/Fine Arts	3						
	Social/Behavioral Science	3						
	Math/Science	3						
	Academic electives	6						
TOTAL		15						

³

Southern Association of Colleges and Schools Commission on Colleges. (2012). *The principles of accreditation: Foundations for quality enhancement*. Retrieved from <http://www.sacscoc.org/pdf/2012PrinciplesOfAccreditation.pdf>

SUGGESTED COURSE SEQUENCE

Travel and Tourism Concentration Accelerated Pathway Credential

Course Number	Course Name	Semester Credit Hours	SCH Breakdown		Total Contact Hours	Course Certification	Program Certification
			Lecture	Lab		Certification Name	
HRT 1123	Introduction to the Hospitality and Tourism Industry	3	3		45	AHLEI: Hospitality Today: An Introduction	
HRT 1813	Tourism Specialist	3	3 <u>OR</u> 2	0 <u>OR</u> 2	45 <u>OR</u> 60	Destination Specialist	
HRT 1823	The Travel Agency	3	3 <u>OR</u> 2	0 <u>OR</u> 2	45 <u>OR</u> 60	Travel Agent	
	Electives	6					
	TOTAL	15					

Travel and Tourism Concentration Career Certificate Required Courses

Course Number	Course Name	Semester Credit Hours	SCH Breakdown		Total Contact Hours	Course Certification	Program Certification
			Lecture	Lab		Certification Name	
HRT 1123	Introduction to the Hospitality and Tourism Industry	3	3	0	45	AHLEI: Hospitality Today: An Introduction	NOCTI Hospitality Management-Lodging
HRT 1413	Rooms Division Management	3	3 <u>OR</u> 2	0 <u>OR</u> 2	45 <u>OR</u> 60	AHLEI: Managing Front Office Operations and Managing Housekeeping Operations	
HRT 1813	Tourism Specialist	3	3 <u>OR</u> 2	0 <u>OR</u> 2	45 <u>OR</u> 60	Destination Specialist	
HRT 1213-4	Sanitation and Safety	3 <u>OR</u> 4	3 <u>OR</u> 4 <u>OR</u> 2 <u>OR</u> 3	0 <u>OR</u> 0 <u>OR</u> 2	45 <u>OR</u> 60 <u>OR</u> 75	AHLEI: Food Safety: Managing with the HACCP System <u>OR</u> NRA ManageFirst® ServSafe® <u>OR</u> S/P2 Culinary Food Safety	
HRT 1823	The Travel Agency	3	3 <u>OR</u> 2	0 <u>OR</u> 2	45 <u>OR</u> 60	Travel Agent	
HRT 1833	Travel and Tourism Geography	3	3 <u>OR</u> 2	0 <u>OR</u> 2	45 <u>OR</u> 60	Exploring the World Geography	
	Instructor approved technical electives	11-12					
	TOTAL	30					

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Travel and Tourism Concentration Technical Certificate Required Courses

Course Number	Course Name	Semester Credit Hours	SCH Breakdown		Total Contact Hours	Course Certification	Program Certification
			Lecture	Lab		Certification Name	
HRT 2613	Hospitality Supervision	3	3 <u>OR</u> 2	0 <u>OR</u> 2	45 <u>OR</u> 60	AHLEI: Supervision in the Hospitality Industry	The Travel Agency Proficiency Exam
HRT 2843	Fundamentals of Travel and Tourism	3	3 <u>OR</u> 2	0 <u>OR</u> 2	45 <u>OR</u> 60	Travel Career Development	
HRT 2853	Convention and Meeting Planning	3	3 <u>OR</u> 2	0 <u>OR</u> 2	45 <u>OR</u> 60		
	Instructor approved technical electives	6					
TOTAL		15					

General Education Core Courses

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**Travel and Tourism Concentration
General Education Courses**

Course Number	Course Name	Semester Credit Hours	SCH Breakdown		Total Contact Hours	Contact Hour Breakdown		Certification Information
			Lecture	Lab		Lecture	Lab	Certification Name
	Humanities/Fine Arts	3	3		45	45		
	Social/Behavioral Science	3	3		45	45		
	Math/Science	3	3		45	45		
	Academic electives	6						
TOTAL		15						

⁴

Southern Association of Colleges and Schools Commission on Colleges. (2012). *The principles of accreditation: Foundations for quality enhancement*. Retrieved from <http://www.sacscoc.org/pdf/2012PrinciplesOfAccreditation.pdf>

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Hospitality and Tourism Cluster Technical Electives

Any course from this list may be used as an elective if not already counted in a student's program of study as a required course.

Course Number	Course Name	Semester Credit Hours	SCH Breakdown			Total Contact Hours	Contact Hour Breakdown			Certification Information
			Lecture	Lab	Clinical/ Internship		Lecture	Lab	Clinical/ Internship	Certification Name
ACC 1213	Principles of Accounting I	3	3			45	45			
BAD 1113	Introduction to Business	3								
BAD 2323	Business Statistics									
BAD 2413	Legal Environment of Business I	3								
BAD 2533	Computer Applications in Business and Industry	3								
BAD 2613	Entrepreneurship	3								
BIO 1613	Nutrition	3								
BOT 1133	Microcomputer Applications	3								
BOT 1313	Applied Business Math	3								
BOT 1213	Professional Development	3								
BOT 1233	Microsoft® Word® I	3	2	2		60	30	30		
BOT 1763 OR BOT 1713 OR BOT 2813	Communication Essentials OR Mechanics of Communication AND Business Communication*	3 or 6	2	2						
BOT 1823	Microsoft® Excel® I	3	2	2						
BOT 2433	QuickBooks®	3	2	2						
CPT 1113	Fundamentals of Microcomputer Applications	3								
CPT 2133	Career Development	3								
CPT 1324	Survey of Microcomputer Applications	4								
CTE 1001	CPAS Prep	1								
CTE 2001	CPAS Prep	1								
BPT 1224	Cookies, Mignardise and Frozen Desserts	4	2	4		90	30	60		
BPT 1234	Classic Pastry, Pies, and Tarts	4	2	4		90	30	60		
BPT 1314	Restaurant and Catering Operations for Baking and Pastry Arts	4	2	4		90	30	60		
BPT 2214	Artisan Breads and Viennoiserie	4	2	4		90	30	60		
BPT 2334	Chocolates, Confections Sugar Artistry	4	2	4		90	30	60		

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BPT 2324	Advanced Cakes and Patisserie	4	2	4		90	30	60		
BPT 291(3-6)	Supervised Work Experience in Baking and Pastry Arts Technology	3-6			3-18	45-270			45-270	
HRT/CUT 1114-5	Culinary Principles I	4 <u>OR</u> 5	2 <u>OR</u> 3	4		90 <u>OR</u> 105	30 <u>OR</u> 45	60		NRA ManageFirst® Nutrition <u>OR</u> NOCTI Culinary Arts Level 1 Prep Cook <u>OR</u> S/P2 Culinary Workplace Safety
CUT 1124-5	Culinary Principles II	4 <u>OR</u> 5	2 <u>OR</u> 3	4		90 <u>OR</u> 105	30 <u>OR</u> 45	60		NRA ManageFirst® Culinary Arts <u>OR</u> NOCTI Culinary Arts Level 2 Cook
CUT 1134-5	Principles of Baking	4 <u>OR</u> 5	2 <u>OR</u> 3	4		90 <u>OR</u> 105	30 <u>OR</u> 45	60		NRA ManageFirst® Baking Arts <u>OR</u> NOCTI Retail Commercial Baking
HRT/CUT 1163	Culinary Math	3	2	2		60	30	30		
CUT 1153	Introduction to Culinary Arts	3	3			45	45			
CUT 1513-4	Garde Manger	3 <u>OR</u> 4	1 <u>OR</u> 2	4		75 <u>OR</u> 90	15 <u>OR</u> 30	60		
CUT 1613	Nutrition	3	1	4		75	15	60		NRA ManageFirst® Nutrition
CUT 2223	Menu Planning and Facilities Design	3	3			45	45			
CUT 2243-4	Dining Room Management	3 <u>OR</u> 4	1 <u>OR</u> 2 <u>OR</u> 3	4 <u>OR</u> 2 <u>OR</u> 2		75 <u>OR</u> 60 <u>OR</u> 75	15 <u>OR</u> 30 <u>OR</u> 45	60 <u>OR</u> 30		NRA ManageFirst® TIPS
CUT 2314	American Regional Cuisine	4	2	4		90	30	60		
CUT 2424	International Cuisine	4	2	4		90	30	60		
CUT 292(3-6)	Supervised Work Experience in Culinary Arts Technology	3-6			9-18	135-270			135-270	
GRA 1143	Graphic Communication I	3								
HRT 1123	Introduction to the Hospitality and Tourism Industry	3	3			45	45			AHLEI Hospitality Today: An

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										Introduction
HRT 1213-4	Sanitation and Safety	3 <u>OR</u> 4	3 <u>OR</u> 4 <u>OR</u> 2 <u>OR</u> 3	0 <u>OR</u> 2		45 <u>OR</u> 60 <u>OR</u> 75	30 <u>OR</u> 45 <u>OR</u> 60	0 <u>OR</u> 30		AHLEI: Food Safety: Managing with the HACCP System <u>OR</u> NRA Manage First® ServSafe® <u>OR</u> S/P2® Culinary Food Safety
HRT 1223-4	Restaurant and Catering Operations	3 OR 4								AHLEI Managing Service in Food and Beverage Operations
HRT 1413	Rooms Division Management	3	3 <u>OR</u> 2	0 <u>OR</u> 2		45 <u>OR</u> 60	45 <u>OR</u> 30	0 <u>OR</u> 30		AHLEI: Managing Front Office Operations, Managing Housekeeping Operations <u>OR</u> NOCTI Hospitality Management-Lodging
HRT 1511	Hospitality Seminar I	1	1 <u>OR</u>	2		15 <u>OR</u> 30	15	<u>OR</u> 30		S/P2® Interview Skills for Culinary Students
HRT 1521	Hospitality Seminar II	1	1 <u>OR</u>	2		15 <u>OR</u> 30	15	<u>OR</u> 30		S/P2® Interview Skills for Culinary Students
HRT 1531	Hospitality Seminar III	1	1 <u>OR</u>	2		15 <u>OR</u> 30	15	<u>OR</u> 30		S/P2® Interview Skills for Culinary Students
HRT 1541	Hospitality Seminar IV	1	1 <u>OR</u>	2		15 <u>OR</u> 30	15	<u>OR</u> 30		S/P2® Interview Skills for Culinary Students
HRT 1552	Hospitality Seminar	2	2			30	30			S/P2® Interview Skills for Culinary Students
HRT 1562	Hospitality Seminar	2	2			30	30			S/P2® Interview Skills for Culinary Students
HRT 1573	Hospitality Seminar	3	3			45	45			S/P2® Interview Skills

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										for Culinary Students
HRT 1514	Hospitality Seminar	4	2	4		90	30	60		S/P2® Interview Skills for Culinary Students
HRT 1813	Tourism Specialist	3	<u>3</u> <u>OR</u> 2	2		45 <u>OR</u> 60	45 <u>OR</u> 30	30		
HRT 1823	The Travel Agency	3	<u>3</u> <u>OR</u> 2	2		45 <u>OR</u> 60	45 <u>OR</u> 30	30		
HRT 1833	Travel and Tourism Geography	3	<u>3</u> <u>OR</u> 2	2		45 <u>OR</u> 60	45 <u>OR</u> 30	30		
HRT 2233	Hospitality Cost Control	3	<u>3</u> <u>OR</u> 2	2		45 <u>OR</u> 60	45 <u>OR</u> 30	30		AHLEI: Planning and Control for Food and Beverage Operations <u>OR</u> NOCTI Hospitality Management- Food and Beverage
HRT 2323	Hospitality Facilities Management and Design	3	<u>3</u> <u>OR</u> 2	2		45 <u>OR</u> 60	45 <u>OR</u> 30	30		
HRT 2423	Hospitality Security Management and Law	3	<u>3</u> <u>OR</u> 2	2		45 <u>OR</u> 60	45 <u>OR</u> 30	30		
HRT 2613	Hospitality Supervision	3	<u>3</u> <u>OR</u> 2	2		45 <u>OR</u> 60	45 <u>OR</u> 30	30		AHLEI: Supervision in the Hospitality Industry
HRT2623	Hospitality Human Resource Management	3	<u>3</u> <u>OR</u> 2	2		45 <u>OR</u> 60	45 <u>OR</u> 30	30		AHLEI: Managing Human Resources
HRT 2713	Marketing Hospitality Services	3	<u>3</u> <u>OR</u> 2	2		45 <u>OR</u> 60	45 <u>OR</u> 30	30		AHLEI Marketing in the Hospitality Industry
HRT 2843	Fundamentals of Travel and Tourism	3	<u>3</u> <u>OR</u> 2	2		45 <u>OR</u> 60	45 <u>OR</u> 30	30		
HRT 2853	Convention and Meeting Planning	3	<u>3</u> <u>OR</u> 2	2		45 <u>OR</u> 60	45 <u>OR</u> 30	30		AHLEI Convention Management & Services
HRT 2863	Tourism Planning and Development	3	<u>3</u> <u>OR</u> 2	2		45 <u>OR</u> 60	45 <u>OR</u> 30	30		
HRT 291(3-6)	Supervised Work Experience in Hotel and Restaurant Management	3-6			9-18	135-270			135-270	
HRT 292(3-6)	Supervised Work Experience in Travel &	3-6			9-18	135-270			135-270	

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	Tourism									
MMT 1323	Advertising	3								
MMT 1313	Salesmanship	3								
MMT 2233	Human Resource Management	3								
MMT 1113	Marketing Management I	3								
MMT 1123	Marketing Management II	3								
MMT 2513	Entrepreneurship	3								
BAD 2413	Legal Environment of Business I	3								
	Quantitative Reasoning	3								
FCS 1253	Nutrition	3								
WBL 191(1-3) WBL 192(1-3) WBL 193(1-3) WBL 291(1-3) WBL 292(1-3) WBL 293(1-3)	Work-Based Learning	1-3			3-18	45-270			45-270	
	Other instructor approved electives									

*Programs utilizing the split option (BOT 1713 and BOT 2813) to replace BOT 1763 have 3 hours of technical electives available.

COURSES

Course Number and Name: BPT 1224 Cookies, Mignardise and Frozen Desserts

Description: This course is designed as instruction on how to make a variety of cookies, biscotti's, miniature desserts, ice creams, anglaise, petit fours and sorbets. Different methods and techniques will be covered such as creaming, tempering, foaming, product knowledge, and terminology. Provide skills in the production of churned and frozen desserts.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
4	2	4	90

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Demonstrate knowledge and skill in the preparation of cookies and frozen desserts.
 - a. Demonstrate knowledge in operating bakery equipment and safety.
 - b. Understand baking math, proper weight of ingredients in a formula using a baker's balance and digital scale, implement use of conversion factors and demonstrate understanding of the ingredients being used in the formulas.
 - c. Produce a variety of cookies from around the world using the creaming, foaming, cut-in method and twice baked.
2. Demonstrate knowledge and skill in the preparation of mignardises.
 - a. Understand how to make basic cakes using the creaming and foaming methods.
 - b. Demonstrate knowledge on the making and use of ganache, poured fondant and marzipan.
 - c. Produce a variety of petit fours and small desserts.
3. Demonstrate knowledge and skill in the preparation of frozen desserts.
 - a. Demonstrate the proper use of a batch freezer.
 - b. Produce gelato, ice cream, frozen custard, frozen Bavarian, Hippen Masee and Tuile Batter containers.
 - c. Knowledge of proper plating of frozen desserts will also be observed.
 - d. Demonstrate knowledge of dairy ingredients, stabilizers and sweeteners.
 - e. Students should know and understand Brix, agitation and air-run.

VALIDATION COPY

Course Number and Name: **BPT 1314** **Restaurant and Catering Operations for Baking and Pastry Arts**

Description: Principles of organizing and managing a food and beverage operation. This course includes instruction on how to operate a baking and/or pastry operation/department for a retail market.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
4	2	4	90

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Demonstrate knowledge and skill in the preparation of cookies, plated desserts, and frozen desserts for use in a restaurant setting:
 - a. Implement proper operation of bakery equipment and safety.
 - b. Implement baking math, proper weight of ingredients in a formula using a baker’s balance and digital scale, implement use of conversion factors and demonstrate and understanding of the ingredients being used in the formulas.
 - c. Produce a variety of pastries.
2. Demonstrate knowledge and skill in the preparation breads and pastries to be displayed in a café setting:
 - a. Implement use of creaming and foaming methods.
 - b. Execute the making/baking of morning breads and bakery items.
3. Demonstrate knowledge and skill in Sanitation and Safety:
 - a. Demonstrate FIFO.
 - b. Proper cooling and storing.
 - c. Proper flow of goods.
 - d. HACCP
4. Practice proper use of culinary math:
 - a. Calculate baker’s percentages.
 - b. Solve for conversion factors in recipes.
 - c. Solve for desired dough temperatures and friction factors when making dough.
 - d. Calculate proper food cost percentages and menu prices.
5. Learn and use Micros while interacting with customers:
 - a. Properly interact with guests.
 - b. Properly use Micros.
 - c. Understand steps of service.

AHLEI Objectives: 349.4 Managing Service in Food and Beverage Operations (transferred from Rest and Cat Oper HRT)

1. Describe current developments and trends in the food and beverage industry.
2. Summarize typical restaurant server and busperson duties.
3. List and discuss the tasks that banquet servers and in-room dining attendants perform.
4. Describe the duties of beverage servers and bartenders.
5. Identify legal restrictions and liability issues affecting the service of alcoholic beverages.
6. Explain how to tell when guests are intoxicated, and outline steps to take when stopping alcohol service to them.

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7. Describe the importance of the menu to food and beverage operations and explain how it is planned and designed.
8. Identify procedures and issues involved with purchasing, receiving, storing, issuing, and controlling food and beverage operation supplies and equipment.
9. Summarize design, decor, and cleaning issues for food and beverage operations.
10. Describe the critical role of food sanitation in food and beverage operations, explain the HACCP concept of food safety, and discuss the role of staff members in ensuring food safety.
11. Explain how food and beverage managers develop labor standards, forecast food and beverage sales, prepare work schedules, and analyze labor costs.
12. Discuss revenue collection and control systems.
13. Describe casual-dining restaurants and list examples of ways they give value to guests.
14. Explain how banquets and catered events are sold, booked, planned, and executed.
15. Discuss in-room dining issues and summarize procedures for delivering in-room dining.
16. Describe on-site food and beverage operations in the business and industry, health care, and college and university markets.

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Course Number and Name: **BPT 2214 Artisan Breads and Viennoiserie**

Description: This course is designed to provide students with the knowledge, skills and techniques of artisan breads and viennoiserie production. Laminated doughs, quick breads, yeast breads, rolls and savory quick breads products, techniques and skills are applied. The properties of scaling, mixing, production and baker's percentage are studied. Baking methodology, fermentation, proper mixing and production are emphasized.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
4	2	4	90

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Discuss regional breads and breads of the world.
 - a. Assemble various regional and ethnic breads.
 - b. Discuss the value of holiday breads as they apply to specific meanings/backgrounds.

2. Identify and apply the dough mixing methods necessary to fabricate "specialty breads".
 - a. Understand and apply the use of sourdough technology.
 - b. Identify the need for soaker technology and assemble multigrain type breads.
 - c. Explain and demonstrate the fabrication processes for traditional bagels and soft pretzels.
 - d. Assemble two unique styles of flat breads and explain the use of each in terms of history.
 - e. Produce a variety of enriched dough products.

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Course Number and Name: **BPT 291(3-6) Supervised Work Experience in Baking and Pastry Arts**

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.

Hour Breakdown:

Semester Hours	Lecture	Externship	Contact Hours
3		9	135
4		12	180
5		15	225
6		18	270

Prerequisite: Instructor Approved

Student Learning Outcomes:

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

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Course Number and Name: **HRT 1123** **Introduction to the Hospitality and Tourism Industry**

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.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Analyze the trends that of the hospitality and tourism.
 - a. List recent world changes that affect the travel and tourism industry.
 - b. Discuss the influence that domestic terrorism has had on the hospitality industry.
 - c. Discuss security measures that can be put in place.

2. Characterize the various components of the hospitality industry.
 - a. List and explain the major classifications of the hospitality industry to include ownership and operating formats.
 - b. Describe the divisions and functional areas of the lodging, foodservice, and tourism industries.
 - c. Explain the relationship of lodging and foodservice operations to the travel and tourism industry.
 - d. Explore job opportunities in the hospitality industry using the Internet.

3. Define and demonstrate quality service.
 - a. Compare how service businesses differ from manufacturing businesses.
 - b. Demonstrate keys to delivering good service.
 - c. Incorporate soft skills and their importance in the industry.
 - d. Define and train students about disability, in providing customer service and its implications from a customer’s perspective.

AHLEI Objectives: Hospitality Today: An Introduction

1. Define "service" and summarize how service businesses differ from manufacturing businesses.
2. Summarize reasons people travel and describe travel trends and types of travel research.
3. Describe in general terms the makeup and size of the lodging and food service industries and identify advantages and disadvantages of a career in hospitality.
4. Describe in general terms the size of the restaurant industry and list restaurant industry segments.
5. Give examples of guest menu preferences in various parts of the United States and the rest of the world, describe menu categories, and summarize the importance of menu design and menu pricing.
6. Explain various ways hotels can be owned and operated, distinguish chain hotels from independent hotels, and explain how hotels can be categorized by price.
7. Distinguish a hotel's revenue centers from its cost centers.
8. Compare equity clubs with corporate or developer clubs.
9. List and describe types of meetings typically held in lodging facilities.
10. Describe the development of the cruise industry and explain how a cruise ship is organized and managed.
11. Summarize the history of gaming and describe casino hotels and casino operations.
12. Describe the basic tasks of managers and trace the development of management theories.
13. Identify current labor trends affecting the hospitality industry and describe elements of a good human resources program.
14. Distinguish marketing from selling and explain how a marketing plan is developed.
15. Explain why hotel management companies came into existence and describe elements of a typical hotel management contract.

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16. Describe types of franchises and explain how franchising works.
17. Give examples of different viewpoints concerning morality, contrast deontology with utilitarianism, and explain the concept of ethical relativism.

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Hospitality Management-Food and Beverage

Introduction to the Hospitality Industry

- Describe standards of service
- Describe the function of human resources in the hospitality industry
- Display an understanding of hospitality terminology
- Define and categorize hotel/restaurant organization and segmentation
- Identify various career paths and opportunities within the hospitality industry

Hospitality Management-Lodging

Introduction to the Hospitality Industry

- Describe standards of service
- Describe the function of human resources in the hospitality industry
- Display an understanding of hospitality terminology
- Define and categorize hotel/restaurant organization and hotel segmentation
- Identify various career paths and opportunities within the hospitality industry

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Course Number and Name: HRT 1213-4 Sanitation and Safety

Description: This course basic principles of microbiology, sanitation, and safety procedures for a food service operation. Implementation of sanitation procedures, cost control, and risk reduction standards in a hospitality operation are covered.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 <i>OR</i>
4	4	0	60 <i>OR</i>
3	2	2	60 <i>OR</i>
4	3	2	75 <i>OR</i>

Student Learning Outcomes:

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 micro-organisms 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.

AHLEI Objectives: 245.2 Food Safety: Managing with the HACCP System

1. Define the term control points, and identify the ten control points in the food service system.
2. Identify the seven HACCP principles, and explain how they are used to establish a HACCP plan.
3. Explain why the temperature danger zone (TDZ) is important to food safety, and describe common causes of food contamination, infections, and intoxications.
4. Describe the steps that managers should take when handling a foodborne illness complaint.
5. Describe the important personal health and hygiene practices necessary in a food establishment, including handwashing.
6. Describe the menu planning and purchasing control points.
7. Discuss inventory controls, standards, and procedures at the receiving control point.
8. Summarize the A-B-C-D scheme of inventory classification, perpetual and physical inventory systems, and other inventory control measures.
9. Explain what food service managers should know about the issuing control point.
10. List special food safety concerns, the riskiest food products, and measures for reducing risks at the preparing control point.
11. Outline the three objectives of the cooking control point, and identify measures for reducing risks at this control point.
12. Describe measures for protecting food at the holding and serving control points.
13. Summarize food safety responsibilities for food servers, and outline server responsibilities.
14. Describe the proper use and care of equipment at the serving control point, and list dining room inspection procedures.
15. Identify the types of soil found in food service operations, and describe cleaning agents and sanitizers.
16. Explain how the food service operation can ensure the success of the cleaning and maintenance control point.

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17. Summarize the physical and behavioral characteristics of flies, cockroaches, rats, and mice, and explain the public health significance of these pests.
18. Identify guidelines for a food service pest control program, including basic environmental and chemical control.
19. Describe cleaning and maintenance requirements for food establishment interiors, exteriors, and refuse facilities.
20. Explain major plumbing requirements and concerns in food service operations, and describe basic requirements for toilet and lavatory facilities.

NOCTI Assessment Blueprints

Commercial Foods

Safety

- Demonstrate understanding of accident prevention and fire safety
- Recognize and describe proper first aid procedures, including the Heimlich maneuver, CPR, and location and appropriate uses of AED (Automated External Defibrillator)

Sanitation

- Identify sources of food contamination and methods of prevention
- Apply appropriate personal hygiene in the workplace, including handwashing
- Identify microorganisms and other pathogens that cause contamination
- Apply appropriate time and temperature food preparation and storage standards, including HACCP principles and procedures
- Apply current food safety principles and practices supported by the National Restaurant Association Educational Foundation and other accredited food safety certification entities

Sanitation and Safety

- Display basic knowledge of cleaning and sanitizing methods
- Maintain principles of nationally recognized sanitation protocols (i.e., ServSafe®, CPEM, ACF)
- Exhibit understanding of prevention, causes, and response to workplace injuries
- Describe fire extinguishers and fire safety procedures
- Understand OSHA regulations
- Maintain all kitchen equipment
- Maintain safe kitchen and surroundings

Culinary Arts Level 2

Sanitation and Safety

- Display knowledge of cleaning and sanitizing methods
- Maintain basic principles of nationally recognized sanitation protocols (i.e. ServSafe®, CPEM, ACF)
- Exhibit understanding of prevention, causes, and response to workplace injuries
- Describe fire extinguishers and fire safety procedures
- Understand OSHA regulations
- Maintain all kitchen equipment
- Maintain a safe kitchen and surroundings

Retail Commercial Baking

Safety and Sanitation

- Identify causes and prevention of kitchen accidents, including burns, fires, and slips
- Demonstrate safe and sanitary procedures for operating and maintaining large equipment, hand tools, and small wares
- Exhibit familiarity with laws and rules, pertaining to the food service industry, of regulatory agencies such as OSHA

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- Identify Critical Control Points during all food handling processes, including demonstrating proper personal hygiene, as a method for minimizing the risk of food-borne illnesses (HACCP system)
- Identify causes and signs of biological, physical, and chemical contamination
- Describe use, storage, and disposal of types of cleaners and sanitizers, and their proper use (MSDS)
- Identify proper methods of waste disposal and recycling
- Identify and describe microorganisms related to food spoilage and food-borne illness, including growth environments

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Course Number and Name: **HRT 1223-4 Restaurant and Catering Operations**

Description: This course focuses on principles of organizing, managing food and beverage facilities, along with catering operations.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 OR
4	4	0	60 OR
3	2	2	60 OR
4	2	4	90 OR

Prerequisite: Instructor Approved

Student Learning Outcomes:

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

AHLEI Objectives: 349.4 Managing Service in Food and Beverage Operations

1. Describe current developments and trends in the food and beverage industry.
2. Summarize typical restaurant server and busperson duties.
3. List and discuss the tasks that banquet servers and in-room dining attendants perform.
4. Describe the duties of beverage servers and bartenders.
5. Identify legal restrictions and liability issues affecting the service of alcoholic beverages.
6. Explain how to tell when guests are intoxicated, and outline steps to take when stopping alcohol service to them.
7. Describe the importance of the menu to food and beverage operations and explain how it is planned and designed.
8. Identify procedures and issues involved with purchasing, receiving, storing, issuing, and controlling food and beverage operation supplies and equipment.
9. Summarize design, decor, and cleaning issues for food and beverage operations.
10. Describe the critical role of food sanitation in food and beverage operations, explain the HACCP concept of food safety, and discuss the role of staff members in ensuring food safety.
11. Explain how food and beverage managers develop labor standards, forecast food and beverage sales, prepare work schedules, and analyze labor costs.
12. Discuss revenue collection and control systems.

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13. Describe casual-dining restaurants and list examples of ways they give value to guests.
14. Explain how banquets and catered events are sold, booked, planned, and executed.
15. Discuss in-room dining issues and summarize procedures for delivering in-room dining.
16. Describe on-site food and beverage operations in the business and industry, health care, and college and university markets.

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Commercial Foods

Customer and Table Service

- Describe the principles of providing good customer relations, including greeting and appropriate service, and basic sales techniques
- Define “front of the house” terminology
- Demonstrate proper table set-up based on various menu and service types
- Identify and prepare various beverages
- Perform guest check, cash register operations, and POS (point of service)

Culinary Arts Level 2

Management and Employability Skills

- Exhibit understanding of professional behavior, appearance, and job interview skills
- Display knowledge of various job profiles and chain of command
- Calculate payroll
- Calculate food costs and percentages
- Demonstrate food cost controls

Hospitality Management – Food and Beverage

Restaurant Management

- Plan, prepare, and cost menus
- Purchase food and beverage items
- Describe techniques for food preparation
- Select, identify, and describe the correct restaurant equipment for various applications
- Explain procedures for health, safety, and sanitation
- Identify the basic elements of restaurant layout and design
- Calculate payroll and employee schedules
- Identify leadership qualities to improve the quality of work and the work environment
- Work effectively in a team environment to improve the quality of work and the work environment

VALIDATION COPY

Course Number and Name: HRT 1413 Rooms Division Management

Description: This course offers an operational approach to rooms division management in the hospitality industry including front office management and housekeeping operations.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 OR
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

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.
 - 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.
 - b. Develop procedures for handling guest services, security, and crisis management.
 - c. Demonstrate procedures for reservations, registration, accounting/night audit, and checkout and settlement.
 - d. Apply and use statistics relevant to forecasting room availability and evaluating front office operations.
2. Examine the role of the housekeeping department in hotel operations.
 - a. Describe the organizational structure and administrative procedures for housekeeping department operations.
 - b. Develop procedures to ensure efficient and cost effective use of labor and supplies.
 - c. Construct safety, security, and hazard communication programs for the housekeeping department.

AHLEI Objectives: 333.9 Managing Front Office Operations

1. Classify hotels in terms of their ownership, affiliation, and levels of service.
2. Describe how hotels are organized and explain how functional areas within hotels are classified.
3. Summarize front office operations during the four stages of the guest cycle.
4. Discuss the sales dimension of the reservations process and identify the tools managers use to track and control reservations.
5. List the seven steps of the registration process and discuss creative registration options.
6. Identify typical service requests that guests make at the front desk.
7. Explain important issues in developing and managing a security program.
8. Describe the process of creating and maintaining front office accounts.
9. Identify functions and procedures related to the check-out and account settlement process.
10. Discuss typical cleaning responsibilities of the housekeeping department.
11. Summarize the steps in the front office audit process.
12. Apply the ratios and formulas managers use to forecast room availability.
13. Explain the concept of revenue management and discuss how managers can maximize revenue by using forecast information in capacity management, discount allocation, and duration control.
14. Identify the steps in effective hiring and orientation.

AHLEI Objectives: 338.3.1 Managing Housekeeping Operations

1. Identify the role of housekeeping in a hospitality operation.
2. Explain how to follow environmentally sound procedures for sustainable housekeeping.

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3. Describe how to plan and organize the work of the hospitality housekeeping department.
4. Explain the role executive housekeepers play in managing such human resource concerns as diversity, turnover, recruitment, selection, training, scheduling, and motivation.
5. Explain how to manage inventories for linens, uniforms, guest loan items, machines and equipment, cleaning supplies, and guest supplies.
6. Describe how an executive housekeeper budgets and controls expenses.
7. Identify important security concerns and the role that the members of the housekeeping department play in creating a safe and secure property.
8. Trace the flow of laundry through an on-premises laundry and describe the function of each machine.
9. Describe the routine of guestroom cleaning from room assignments through inspections and turndown service.
10. List the public space areas that the housekeeping department is responsible for cleaning and the tasks associated with each one.
11. List the types of materials used for ceilings, walls, furniture, and fixtures and how to properly care for them.
12. Describe the selection and care considerations for beds, linens, and uniforms.
13. Explain the proper ways to clean and maintain different types of carpeting and floors.
14. Identify major areas of a guest bathroom and how to select and care for each element.

NOCTI Blueprint Assessment Objectives

Hospitality Management-Food and Beverage

Guest Relations and Concierge

- Demonstrate effective communication skills
- Handle guest complaints
- Explain fee and pricing categories
- Provide guest information services (concierge service)

Safety and Security

- Demonstrate knowledge of safety regulations required in the hospitality industry, including OSHA regulations
- Demonstrate appropriate personal hygiene
- Maintain guest and employee security procedures

Opening and Settling Financial Transactions

- Describe and process financial transactions
- Describe night audit procedures
- Operate POS (point of sale) system and/or cash register

Travel and Tourism

- Demonstrate knowledge of travel/tourism-related geography
- Accommodate different needs of travelers
- Demonstrate the use of technology in the travel industry

Legal and Ethical Responsibilities

- Describe rights of management, staff, and guests
- Describe hospitality industry related legal responsibilities and issues, including ADA

Food and Beverage Service

- Describe different types of service
- Describe the positions and responsibilities of restaurant employees
- Describe room service procedures
- Describe types of restaurants (themed, casual, fast food, etc.)

Hospitality Management-Lodging

Guest Relations and Concierge

- Demonstrate effective communication skills
- Handle guest complaints
- Explain fee and pricing categories
- Provide guest information services (concierge service)

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Safety and Security

- Demonstrate knowledge of safety regulations as required in the hospitality industry, including OSHA regulations
- Demonstrate appropriate personal hygiene
- Maintain guest and employee security procedures

Opening and Settling Financial Transactions

- Describe and process financial transactions
- Describe night audit procedures
- Operate POS (point of sale) system and/or cash register

Travel and Tourism

- Demonstrate knowledge of travel/tourism-related geography
- Accommodate different needs of travelers
- Demonstrate the use of technology in the travel industry

Legal and Ethical Responsibilities

- Describe rights of management, staff, and guests
- Describe hospitality industry-related legal responsibilities and issues, including ADA

Housekeeping Management

- Identify various room types
- Describe, interpret, and maintain housekeeping and room status records
- Explain procedures for health, safety, and sanitation
- Describe guest room cleaning and laundry procedures

Front Office Procedures

- Identify front office terminology
- Explain functions of the reservations department
- Describe and operate electronic communication systems
- Describe the function of forecasting
- Calculate payroll and employee schedules
- Identify and perform front office responsibilities
- Identify leadership qualities to improve the quality of work and the work environment
- Work effectively in a team environment to improve the quality of work and the work environment

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Course Number and Name: HRT 1511, HRT 1521, HRT 1531, HRT 1541, or 1552, 1562, or 1573 or HRT 1514
Hospitality Seminar

Description: Students will build professional development skills necessary for success in hospitality and tourism management.

Hour Breakdown:

Course	Semester Hours	Lecture	Lab	Contact Hours
HRT 1511, 1521, 1531, 1541,	1	0	2	30 OR
HRT 1511, 1521, 1531, 1541,	1	1	0	15
HRT 1552 or HRT 1562	2	2	0	30
HRT 1573	3	3	0	45
HRT 1514	4	2	4	9 0

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Demonstrate professionalism through activities and projects.
 - a. Examine and demonstrate team-building skills.
 - b. Investigate professional/industry organizations.
 - c. Integrate employability skills.

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Course Number and Name: HRT 1813 Tourism Specialist

Description: This course covers activities associated with organizing, booking, and conducting tours.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 <i>OR</i>
3	2	2	60

Pre-requisite: Instructor Approved

Student Learning Outcomes:

1. Prepare a client travel package.
 - a. Determine travel preferences of client prospects.
 - b. Research special services.
 - c. Develop itinerary.
 - d. Compute cost and selling price.

2. Identify special services and needs of the client.
 - a. Identify documentation needed for travelers.
 - b. Analyze special situations to include language barriers, customer complaints, and social mores.
 - c. Examine the facets of customs regulations and insurance requirements.

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Travel and Tourism

General Hospitality and Tourism Technical Skills

- Demonstrate knowledge of hospitality and tourism management (e.g., no-shows, overbooking)
- Apply marketing strategies and techniques within a hospitality and tourism context
- Apply customer service techniques in a hospitality and tourism context
- Identify elements of geography and climate that affect the hospitality and tourism industry

Travel and Tourism Technical Skills

- Apply information about world time zones, regional/seasonal climate, etc. in creating/enhancing travel
- Apply knowledge of human diversity in creating or enhancing travel
- Demonstrate an understanding of common tourism terminology in creating or enhancing travel
- Apply knowledge of diverse transportation, lodging, cruise, food options regarding customized travel

Academic Foundations

- Apply reading skills in a hospitality and tourism career environment
- Apply writing skills in a hospitality and tourism career environment
- Apply mathematical skills in a hospitality and tourism career environment
- Apply knowledge of economics in a hospitality and tourism career environment

Systems

- Describe the relationship of roles and responsibilities among hospitality and tourism professionals
- Analyze impact on hospitality and tourism systems based on influences such as changes in technology, etc.

Ethics and Legal Responsibilities

- Apply appropriate laws, regulations, industry standards to hospitality and tourism situations
- Identify ethical issues and demonstrate ethical behavior in hospitality and tourism situations

Communications

- Locate, organize, reference written information to communicate with coworkers and clients
- Develop and deliver formal and informal presentations using media to engage and inform diverse audiences
- Apply listening skills; interpret verbal and nonverbal behaviors to communicate with coworkers and clients
- Interpret and use tables, charts, and figures

Information Technology Applications

- Use word processing, presentation, and email applications to prepare communications

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- Use spreadsheet and database applications to manage and communicate data and information

Problem Solving, Critical Thinking, and Decision Making

- Use problem solving/critical thinking to locate information about problems and determine causes
- Use problem solving/critical thinking; determine root causes of problems; evaluate solutions

Leadership and Teamwork

- Exhibit leadership qualities to improve the quality of work and the work environment
- Work effectively in a team environment to improve the quality of work and the work environment

Safety, Health, and Environmental

- Identify and practice appropriate safety and health procedures for hospitality and tourism occupations
- Demonstrate emergency and first-aid knowledge and procedures for hospitality and tourism occupations

Employability and Career Development

- Demonstrate employability skills related to a career in hospitality and tourism
- Pursue career development skills to advance in hospitality and tourism careers

The Travel Institute Standards

1. Apply proper language utilized by the travel guide when arranging tours with clients.
2. Determine any special needs of the client.
3. Demonstrate knowledge of the duties of a travel tourism specialist.
4. Identify legal and ethical behavior pertaining to the tour guide professional.
5. Identify the elements of developing an itinerary.
6. Apply the costs and the selling price of a tour for a large group.
7. Analyze human diversity related to custom regulations as it relates to the needs of the client.

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Course Number and Name: **HRT 1823 The Travel Agency**

Description: Exploration of the travel agency professional including how to become a travel professional, the certifications, and licenses required and additional training available. This course will also compare travel agencies such as an independent, home based agents, internet marketing, and career options.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 OR
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Examine the requirements of becoming an accredited travel agency.
 - a. Identify positions required to staff a travel agency.
 - b. List and describe accreditation procedures and agencies.
 - c. Assess legal implications of a travel agency regarding taxation, licensing, and insurance.
 - d. Describe the physical requirements of a travel agency.

2. Compare and contrast the different forms of business structure under which a travel agency can be operated.
 - a. Critique the budgetary requirements of a travel agency.
 - b. Compute commissions that apply to services previously booked.
 - c. Describe the interaction of travel agents with airlines, cruise ships, tour, and other segments of the travel industry.
 - d. Code, maintain, and follow up on client files, electronic and paper.

The Travel Institute Standards

1. Compare the different needs of a “brick and mortar” agency and an online agency.
2. Contrast and compare various online home based travel agencies.
3. List the different types of individuals or industries that would benefit from the use of a travel agency.
4. Demonstrate selling and customer service skills needed when dealing with travel products.
5. Discuss the costs and legal ramifications that may occur.
6. Compute the fees associated with starting up a travel agency.
7. Explain how transportation such airlines and cruises are included in a travel packet.

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Course Number and Name: **HRT 2233** **Hospitality Cost Control**

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.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 <i>OR</i>
3	2	2	60

Pre-requisite: Instructor Approved

Student Learning Outcomes:

1. Explain the control process, and apply it to the hospitality 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 hospitality control process.
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.

AHLEI Objectives: 261.7 Hotel and Restaurant Accounting

1. Define and describe the purpose of accounting.
2. Explain why financial statements are necessary and why the study of accounting is important to a hospitality career.
3. Describe the major forms of business organization and the advantages and disadvantages of each.
4. Identify the major financial statements and explain their contents and when they are issued.
5. Identify and describe the asset, liability, and equity accounts used to prepare a balance sheet.
6. Describe the income statement and identify the accounts used to prepare an income statement.
7. Define and describe bookkeeping and double-entry accounting, and identify common bookkeeping accounts and tools.
8. Use three basic questions to analyze business transactions, and use debits and credits to record business transactions.
9. Describe the advantages and potential disadvantages of using a computerized accounting system.
10. List factors to consider when selecting a general ledger software package.
11. Explain the accounting cycle and the difference between accrual and cash basis accounting.
12. Summarize the steps necessary to convert from a manual accounting system to a computerized accounting system.
13. Describe the significance of restaurant accounting, and describe basic elements for food and beverage sales accounting.
14. Identify and explain the various food sales and beverage sales analysis statistics.
15. Describe hotel financial statements intended for external users, and describe the income statement and income statement package prepared for internal users.
16. Explain the special accounting considerations for a hotel with a casino department.
17. Define internal control, explain its objectives and limitations, and describe the principles of internal control for cash receipts and disbursements.

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18. Describe how to read and analyze the income statement, balance sheet, and statement of cash flows using common analytical methods.
19. List and describe the major components of the annual report to shareholders.
20. Summarize the advantages that hospitality businesses enjoy if they accept credit cards, explain merchant accounts, and describe point-of-sale systems.
21. Explain the importance of budgeting and forecasting, summarize general guidelines for creating a budget, and describe how managers forecast sales and expenses.
22. Describe variable, fixed, and semi-variable expenses, and explain the breakeven point and profit target formulas.
23. Describe the simple interest method of calculating interest expense, and explain how to calculate simple interest when the time period is stated in full years, full months, and days.
24. Describe cash discounts and interpretation of various invoice discount terms.
25. Apply compound and present value concepts to annuities, and perform those calculations.

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Hospitality Management-Food and Beverage

Food and Beverage Service

- Describe different types of service
- Describe the positions and responsibilities of restaurant employees
- Describe room service procedures
- Describe types of restaurants (themed, casual, fast food, etc.)

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Course Number and Name: **HRT 2423 Hospitality Security Management and Law**

Description: This course explains issues surrounding the need for individualized security programs, examines a variety of security equipment and procedures, and discusses internal and external 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.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 OR
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Develop individualized security programs.
 - a. Identify legal concerns associated with security program development.
 - b. Critique methods of staffing security departments.
 - c. Cite security concerns for report writing and record keeping.

2. Discuss procedures associated with guest protection and internal control.
 - a. Identify security's role in protecting hotel and guests' assets.
 - b. Develop emergency management and safety programs.

3. Identify and explain the functions of security equipment.
 - a. Discuss the elements of and need for computerized security systems.
 - b. Analyze the application of a wide variety of security systems in various departments.

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.
 - a. Identify laws related to protecting and duty under common law to receive guests.
 - b. Explain laws related to music licensing, telephone re-sale, and antitrust laws.
 - c. Explain laws related to employment and employee safety.
 - d. Discuss typical provisions of various forms of ownership and the law.

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Course Number and Name: **HRT 2613 Hospitality Supervision**

Description: This course focuses on supervisory skills in leadership styles, communication skills, motivational techniques, employee training techniques, and evaluation methods.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 OR
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Analyze the management functions and roles.
 - a. Describe the basic management processes (planning, organizing, directing, and controlling) and effective supervisory skills and responsibilities.
 - b. Demonstrate the communication skills essential for effective leadership.
 - c. Analyze management’s role in decision making, problem solving, and delegation of duties.
 - d. Compare/contrast supervisory techniques and practices.
 - e. Analyze the different leadership styles and their effect on employees.

AHLEI Objectives: 250.5 Supervision in the Hospitality Industry

1. Identify fundamental supervisory responsibilities.
2. Explain the steps that supervisors can take to speak effectively on the job.
3. Describe how supervisors work with the human resources department to recruit new employees.
4. Explain the function of training within an organization and the supervisor's role in training.
5. Forecast business volume using the base adjustment forecasting method and the moving average forecasting method.
6. Distinguish coaching from counseling and disciplining.
7. Identify the components of a progressive disciplinary program.
8. List important laws and legal concerns that affect hospitality supervisors.
9. Describe issues supervisors should be aware of as they assume the role of team leader.
10. Explain how supervisors can increase employee participation in department activities.
11. Identify steps supervisors should follow during a meeting with employees in conflict.
12. Distinguish high-priority interruptions from low-priority interruptions, and summarize strategies for dealing with the latter.
13. Describe actions that supervisors can take to minimize employee resistance to change.
14. Explain why it is important for supervisors to take control of their personal development, and describe how to execute a career development plan.

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Commercial Foods

Purchasing and Management Skills

- Demonstrate understanding of purchasing, receiving, and storage of perishable and non-perishable items
- Perform food and menu cost analysis
- Display familiarity with basic computer and inventory management systems
- Identify and describe basic management documents (requisitions, schedules, invoices, etc.)

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Culinary Arts Level 1

Employability Skills

- Exhibit understanding of professional behavior, appearance, and interviewing skills
- Display knowledge of various job positions and chain of command

Culinary Arts Level 2

Management and Employability Skills

- Exhibit understanding of professional behavior, appearance, and job interview skills
- Display knowledge of various job profiles and chain of command
- Calculate payroll
- Calculate food costs and percentages
- Demonstrate food cost controls

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Course Number and Name: **HRT 2623** **Hospitality Human Resource Management**

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.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 <i>OR</i>
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

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

AHLEI Objectives: 357.5 Managing Hospitality Human Resources

1. Describe the EEOC and distinguish between EEO laws and affirmative action.
2. Define "disability," and describe the Americans with Disabilities Act (ADA) and its implications for human resource managers at hospitality operations.
3. Explain the importance of job analysis and job design.
4. Apply methods for forecasting labor demand, identify the advantages and disadvantages of internal and external recruiting, and explain the functions of a computer-based Human Resource Information System (HRIS).
5. Describe the importance of the selection process, explain how managers use application blanks and pre-employment tests as selection tools, and identify the types of selection errors and biases managers must overcome when screening job applicants.
6. Explain the purpose of an orientation program, distinguish between a general property orientation and a specific job orientation, and identify specific socialization strategies and approaches.

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7. Identify and explain the stages of the training cycle, and describe various training methods.
8. Describe the functions of performance appraisals, describe commonly used methods of appraising employee performance, and identify legal issues relating to performance appraisals.
9. Describe types of compensation, and outline the major influences on compensation plans.
10. Explain the steps and identify options for establishing pay structures, and describe current issues in compensation administration.
11. Describe effective incentive programs and identify four general categories of employee benefits.
12. Summarize the reasons employees join unions, analyze the statistics and trends of union membership, and explain the goals and content of major U.S. legislation affecting labor relations.
13. Identify mandatory, voluntary, and illegal collective bargaining issues and common economic and non-economic reasons behind bargaining.
14. Identify major sources of grievances, describe typical grievance procedures, and outline how to prevent grievances at union properties.
15. Summarize the history, scope, and goal of the Occupational Safety and Health Act, and describe the enforcement of OSHA standards and requirements.
16. Describe the components and benefits of an employee assistance program (EAP).
17. Identify sources and consequences of workplace stress, and outline the implications of such issues as AIDS, depression, workplace smoking, and wellness programs.
18. Outline the hospitality industry's turnover problem, identify the causes and costs of turnover, and summarize several methods for reducing turnover.
19. Summarize approaches to employee discipline and explain the proper use of discipline in a hospitality organization.
20. Describe the appropriate use of discharge in an employee discipline program and outline an effective exit interview system.
21. Summarize ethical issues in business, including how businesses can assess ethical behavior, recent ethical issues in American business, and ethical issues in human resources management.

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Course Number and Name: **HRT 2713 Marketing Hospitality Services**

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.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 OR
3	2	2	60

Pre-requisite: Instructor Approved

Student Learning Outcomes:

1. 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.
 - a. Identify appropriate market research techniques for specific target markets.
 - b. Analyze environmental threats and opportunities that affect the lodging industry.
 - c. Analyze demand by segmenting markets.
 - d. Implement a marketing plan by coordinating price, promotion, place, and product.

2. Develop effective sales plans to reach decision makers in the hospitality markets.
 - a. Discuss internal and external marketing sales techniques.
 - b. Demonstrate the techniques of effective personal selling.

AHLEI Objectives: 472.6 Hospitality Sales and Marketing

1. Distinguish marketing from sales and identify trends that affect marketing and sales in the hospitality industry.
2. Identify and describe the key steps of a marketing plan.
3. Summarize the duties and responsibilities of positions typically found in a hotel marketing and sales office.
4. Describe the five steps of a presentation sales call.
5. Explain the basics of effective telephone communication and describe various types of outgoing and incoming telephone calls related to the marketing and sales function.
6. Describe internal marketing and sales.
7. Explain the role of advertising, public relations, and publicity in reaching prospective guests.
8. Summarize how hospitality properties are meeting the needs of business travelers.
9. Explain how hospitality properties are meeting the needs of leisure travelers.
10. Describe travel agencies and the travelers they serve.
11. Summarize how hotels market and sell to meeting planners.
12. Identify considerations for marketing hospitality products and services to international travelers and other special segments such as honeymooners, sports teams, and government travelers.
13. Summarize trends affecting the food and beverage industry, and describe positioning strategies and techniques for restaurants and lounges.
14. Explain how hotels market and sell catered events and meeting rooms.

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Hospitality Management – Food and Beverage

Marketing and Sales

- Describe functions of the marketing department
- Describe the hotel and amenities as products

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- Describe the elements of a marketing strategy
- Target the market audience
- Describe the concept of supply and demand
- Describe the importance of suggestive selling and upgrading
- Prepare and promote sales, including banquet and group sales

Hospitality Management – Lodging

Marketing and Sales

- Describe functions of the marketing department
- Describe the products and amenities of hotels
- Describe the elements of a marketing strategy
- Target the market audience
- Describe the concept of supply and demand
- Describe the importance of suggestive selling and upgrading
- Prepare and promote sales, including banquet and group sales

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Course Number and Name: HRT 2843 Fundamentals of Travel and Tourism

Description: This course offers an overview of activities related to travel and tourism including reservation tasks and services.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 <i>OR</i>
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Perform inquiry and reservation tasks associated with individual and group travel using a computer.
 - a. Recognize the city codes for transportation reservations.
 - b. Calculate commission rates from reservations.
2. Discuss tourism issue worldwide.
 - a. Identify areas of governmental involvement in travel and tourism.
 - b. Explore the socioeconomic impact of tourism in a specified area.

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Travel and Tourism

General Hospitality and Tourism Technical Skills

- Demonstrate knowledge of hospitality and tourism management (e.g., no-shows, overbooking)
- Apply marketing strategies and techniques within a hospitality and tourism context
- Apply customer service techniques in a hospitality and tourism context
- Identify elements of geography and climate that affect the hospitality and tourism industry

Travel and Tourism Technical Skills

- Apply information about world time zones, regional/seasonal climate, etc. in creating/enhancing travel
- Apply knowledge of human diversity in creating or enhancing travel
- Demonstrate an understanding of common tourism terminology in creating or enhancing travel
- Apply knowledge of diverse transportation, lodging, cruise, food options regarding customized travel

Academic Foundations

- Apply reading skills in a hospitality and tourism career environment
- Apply writing skills in a hospitality and tourism career environment
- Apply mathematical skills in a hospitality and tourism career environment
- Apply knowledge of economics in a hospitality and tourism career environment

Systems

- Describe the relationship of roles and responsibilities among hospitality and tourism professionals
- Analyze impact on hospitality and tourism systems based on influences such as changes in technology, etc.

Ethics and Legal Responsibilities

- Apply appropriate laws, regulations, industry standards to hospitality and tourism situations
- Identify ethical issues and demonstrate ethical behavior in hospitality and tourism situations

Communications

- Locate, organize, reference written information to communicate with coworkers and clients
- Develop and deliver formal and informal presentations using media to engage and inform diverse audiences
- Apply listening skills; interpret verbal and nonverbal behaviors to communicate with coworkers and clients
- Interpret and use tables, charts, and figures

Information Technology Applications

- Use word processing, presentation, and email applications to prepare communications
- Use spreadsheet and database applications to manage and communicate data and information

Problem Solving, Critical Thinking, and Decision Making

- Use problem solving/critical thinking to locate information about problems and determine causes

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- Use problem solving/critical thinking; determine root causes of problems; evaluate solutions

Leadership and Teamwork

- Exhibit leadership qualities to improve the quality of work and the work environment
- Work effectively in a team environment to improve the quality of work and the work environment

Safety, Health, and Environmental

- Identify and practice appropriate safety and health procedures for hospitality and tourism occupations
- Demonstrate emergency and first-aid knowledge and procedures for hospitality and tourism occupations

Employability and Career Development

- Demonstrate employability skills related to a career in hospitality and tourism
- Pursue career development skills to advance in hospitality and tourism careers

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Course Number and Name: **HRT 2863 Tourism Planning and Development**

Description: This course is designed to provide the knowledge to plan and implement the marketing and management of special events and tourism events.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45 OR
3	2	2	60

Pre-requisite: Instructor Approved

Student Learning Outcomes:

1. Describe the funding process for special events/tourism development.
 - a. Identify the process for needs assessment.
 - b. Describe the process for writing grants/proposals.
 - c. Explore in-kind funding sources.

2. Describe the components of event management.
 - a. Develop a theme for various special events.
 - b. Discuss the logistics for planning special events.
 - c. Examine the accounting procedures and controls required by both management and government for internal auditing, financial reporting, and governmental control.
 - d. Determine research methodologies for evaluation and follow-up of special events.

3. Identify infrastructure requirements.
 - a. Discuss security, crowd control, and liability considerations.
 - b. Examine special event contracts (i.e., concessions, facilities, and entertainment).
 - c. Coordinate special effects, lighting, decorations, sound, and so forth.

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Course Number and Name: **HRT 291(3-6) Supervised Work Experience in 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.

Hour Breakdown:

Semester Hours	Lecture	Externship	Contact Hours
3		9	135
4		12	180
5		15	225
6		18	270

Prerequisite: Instructor Approved

Student Learning Outcomes:

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.

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Course Number and Name: **HRT 292(3-6) Supervised Work Experience in 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.

Hour Breakdown:

Semester Hours	Lecture	Externship	Contact Hours
3		9	135
4		12	180
5		15	225
6		18	270

Prerequisite: Instructor Approved

Student Learning Outcomes:

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.

VALIDATION COPY

- Demonstrate knife skills
- Exhibit knowledge of appropriate portion control

Culinary Equipment

- Identify small hand tools, utensils, and small and large equipment
- Exhibit appropriate selection, use, and care of small hand tools and utensils
- Exhibit appropriate operation, care, and maintenance of small and large Equipment

Culinary Arts Level 1

Recipes

- Display understanding of cooking terminology
- Read, follow, and convert recipes
- Establish mise en place (identify ingredients, weights and measures, pan sizes, assembling herbs, spices, and seasonings)

Knife Skills

- Identify and distinguish knife types and related terminology
- Demonstrate knife sharpening skills and proper knife care
- Demonstrate basic knife cuts

Large and Small Equipment

- Identify and demonstrate proper use of measuring devices
- Identify large and small kitchen equipment
- Utilize large and small equipment

Fruits, Vegetables, and Starches

- Identify fruits and vegetables
- Prepare fruits and vegetables for cooking
- Identify and prepare pasta, grains, and legumes
- Identify storage methods for fruits and vegetables

Bakery Products

- Prepare batters and doughs using appropriate mixing methods
- Prepare icings, fillings, sauces, and toppings
- Identify storage methods for bakery products

Breakfast Foods

- Identify and prepare breakfast starches
- Identify and prepare breakfast meats
- Identify and prepare different styles of eggs
- Identify and prepare cereals
- Identify storage methods for breakfast foods

Receiving and Storage

- Take physical and perpetual inventory
- Exhibit knowledge of HACCP policies and procedures
- Compare costs, weights, and prices of ingredients

Nutritional Values

- Describe the basic food groups; make healthy food choices
- Describe healthy cooking techniques
- Describe different sources of nutrients and their effects

Culinary Arts Level 2

Recipes

- Display understanding of cooking terminology
- Read, follow, and convert standard recipes
- Establish mise en place (identify ingredients, weights and measures, pan sizes, assembling herbs, spices, and seasonings)

Knife Skills

- Identify and distinguish knife types and related terminology
- Demonstrate knife sharpening skills and safe knife usage and care

VALIDATION COPY

- Demonstrate basic knife cuts

Large and Small Equipment

- Identify and demonstrate proper use of measuring devices
- Identify large and small kitchen equipment
- Utilize large and small equipment

Breakfast Foods

- Identify and prepare breakfast starches
- Identify and prepare breakfast meats
- Identify and prepare different styles of eggs
- Identify and prepare cereals
- Identify storage methods for breakfast foods

Receiving and Storage

- Take physical and perpetual inventory
- Exhibit knowledge of HACCP policies and procedures
- Compare costs, weights, and prices of ingredients

Nutritional Values

- Describe the basic food groups; make healthy food choices
- Describe healthy cooking techniques
- Describe different sources of nutrients and their effects

Retail Commercial Baking

Purchasing, Receiving, Inventory, and Storage

- Describe proper techniques of receiving and storing fresh, frozen, refrigerated, and staple goods
- Examine various inventory systems (FIFO)
- Discuss ethical issues as they relate to purchasing
- Order food requisitions from appropriate/reliable sources

Nutrition

- Discuss various diets (e.g., food allergies, alternative dieting), and dietary guidelines
- Interpret food labels in terms of the portion size, ingredients, and nutritional value

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Course Number and Name: **CUT 1124-5 Culinary Principles II**

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.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
4	2	4	90 <i>OR</i>
5	3	4	105

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Examine the science of dry, moist, and combination cooking methods.
 - a. Apply and critique the techniques employed in dry heat cooking methods to include grilling, roasting, baking, broiling, smoking, and so forth.
 - b. Apply and critique the techniques employed in moist heat cooking methods to include poaching, steaming, boiling, and so forth.
 - c. Apply and critique the techniques employed in combination cooking methods to include stewing and braising and so forth.

2. Utilize food preparation and service techniques.
 - a. Demonstrate proper meal planning applications to include flavor, color, texture, and nutritional value.
 - b. Demonstrate balanced plate presentation to include proper saucing techniques.
 - c. Explain and demonstrate preparation applications for wine and spirits.
 - d. Demonstrate efficient expedition of food from production to service.

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Commercial Foods

Culinary Techniques

- Define and demonstrate various cooking methods
- Identify methods of flavor development, including herbs and spices
- Identify and prepare produce (including starches, legumes, and grains)
- Identify and prepare stocks, soups, and sauces
- Identify and prepare cold foods (including desserts, appetizers, salads, and salad dressings)
- Identify and prepare meats, poultry, and seafood
- Identify and prepare breakfast foods and dairy products (including eggs and batter foods)
- Prepare desserts, pastry items, and baked goods
- Demonstrate knife skills
- Exhibit knowledge of appropriate portion control

Culinary Arts Level 1

Stocks, Sauces, and Hot Soups

- Prepare and store stocks and glaze
- Demonstrate knowledge of roux and thickening agents
- Identify and prepare hot soups
- Identify cooling and storage methods for stocks, sauces, and hot soups

Meats, Poultry, Fish, and Seafood

- Identify and properly select cuts of meat, poultry, fish, and seafood
- Identify various cooking methods
- Determine proper degrees of doneness
- Identify storage methods for meats, poultry, fish, and seafood

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Stocks, Sauces, and Hot Soups

- Prepare and flavor stocks and glaze
- Prepare mother (foundation) sauces
- Prepare roux and thickening agents
- Identify and prepare soups
- Identify cooling and storage methods for stocks, sauces, and hot soups

Machining Meats, Poultry, Fish, and Seafood

- Identify and properly select cuts of meat, poultry, fish, and seafood
- Prepare meat, poultry, fish, and seafood
- Identify various cooking methods
- Determine proper degrees of doneness
- Identify storage methods for meats, poultry, fish, and seafood

Dairy Products and Alternatives

- Identify various milk products
- Identify dairy alternatives
- Identify cheese varieties
- Identify and distinguish butters and butter alternatives
- Identify storage methods for dairy products and alternatives

Receiving and Storage

- Take physical and perpetual inventory
- Exhibit knowledge of HACCP policies and procedures
- Compare costs, weights, and prices of ingredients

Nutritional Values

- Describe the basic food groups; make healthy food choices
- Describe healthy cooking techniques
- Describe different sources of nutrients and their effects

Management and Employability Skills

- Exhibit understanding of professional behavior, appearance, and job interview skills
- Display knowledge of various job profiles and chain of command
- Calculate payroll
- Calculate food costs and percentages
- Demonstrate food cost controls

Customer Service

- Display understanding of basic customer service principles
- Demonstrate appropriate table settings, service, and clearing
- Calculate guest check, including taxes and gratuity
- Demonstrate knowledge of dining room duties, including a POS system
- Understand menu items and special preparation/ingredient requests
- Take and place guest orders

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Course Number and Name: **CUT 1134-5 Principles of Baking**

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.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
4	2	4	90 OR
5	3	4	105

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Explain basic principles and fundamentals of baking.
 - a. Identify ingredients used in baking.
 - b. Describe properties and list functions of various baking ingredients.
 - c. Define baking terms.
 - d. Identify and discuss application of convenience and/or processed food products.
 - e. Discuss nutritional considerations as they apply to baking.

2. Identify and demonstrate baking equipment.
 - a. Demonstrate proper selection of equipment for specific applications.
 - b. Demonstrate proper scaling and measurement techniques.
 - c. Apply basic math skills to basic recipe conversions.
 - d. Perform cost analysis of various recipes.

3. Demonstrate preparations using basic doughs.
 - a. Prepare items using short dough.
 - b. Prepare choux pastries.
 - c. Prepare a variety of pies and tarts.
 - d. Prepare puff pastries.
 - e. Prepare basic cookie doughs.
 - f. Prepare a variety of types of cakes.
 - g. Prepare a variety of frozen desserts.

4. Explain and prepare various breads.
 - a. Prepare crusty, soft, and specialty yeast dough products.
 - b. Prepare quick breads.
 - c. Prepare flatbreads.

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Retail Commercial Baking

Business and Math Skills

- Perform basic mathematical operations pertaining to the food service industry (addition, subtraction, multiplication, division)
- Weigh and measure accurately
- Calculate preparation temperatures based on known variables (friction factor, altitude)

Identification, Classification, and Properties of Ingredients

- Identify, compare, and contrast ingredients and their sources
- Explain the strengthening or weakening effect of ingredients in the production of doughs and batters
- Select specific ingredients and/or substitutions appropriate to method and desired product outcome
- Identify and describe physical, chemical, and biological leaveners

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Baking Preparation (Mise en Place)

- Demonstrate mise en place by planning assignment inventory of ingredients, equipment, and tools
- Break down assignments into tasks
- Utilize convenience products if and when necessary, preparing a sequenced and prioritized timeline
- Demonstrate a variety of cooking methods; baking, frying, boiling, blanching, poaching, and steaming
- Identify and use herbs, spices, and flavor extracts
- Display understanding of basic bakery production and planning principles, including the importance of planning to the overall operation of a baking facility

Basic Baking

- Read and prepare standardized recipes/formulas, and menus
- Define terms related to baking methods, processes, and techniques
- Describe, compare, and contrast yeast and laminate dough types and related methods and processes
- Describe, compare, and contrast quick breads, including muffin and biscuit dough types and related methods and processes
- Describe, compare, and contrast pie dough types and related methods and processes
- Describe, compare, and contrast fruit pie filling methods
- Describe, compare, and contrast creaming and two-stage methods as they relate to cakes, cookies, quick breads, brownies, and short dough
- Describe, compare, and contrast egg foam method as it relates to sponge, Genoise, angel food, Chiffon, meringues, mousse and soufflés
- Describe, compare, and contrast frosting, icing, and glaze types and methods
- Describe Pâte à Choux and products derived from it
- Describe, compare, and contrast custard types and related methods
- Describe proper gluten development in relationship to product outcomes
- Relate cooking times and temperatures to methods, products, and ingredients
- Indicate order for adding ingredients given various methods

Product Merchandising

- Determine methods of promoting baked goods, including seasonal merchandising strategies
- Create menu item descriptions for bakery goods
- Demonstrate food presentation techniques

Human Relations and Career Skills

- Demonstrate effective communication skills, employment skills, personal traits, and interpersonal skills
- Identify career opportunities in the baking industry
- Identify professional organizations and explain their purposes and benefits to the industry

Culinary Arts Level 2

Bakery Products

- Prepare cookies
- Prepare quick breads and cakes
- Prepare yeast dough products
- Prepare icings, fillings, sauces, and toppings
- Prepare pies, tarts, and pastries
- Prepare creams, custards, and mousse
- Identify storage methods for bakery products

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Course Number and Name: **CUT 1153 Introduction to Culinary Arts**

Description: This course is designed as an introduction to the culinary arts industry. The course includes discussions and industry observations to discover the opportunities, trends, problems, and organizations in the field.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45

Pre-requisite: Instructor Approved

Student Learning Outcomes:

1. Use math in food service operations.
2. Demonstrate knowledge of measurements in the professional kitchen.
3. Calculate percentages and ratios.
4. Understand how to properly calibrate a thermometer.
5. Discuss the growth and development of the food service industry.
6. List recent world changes that affect the culinary arts trends and job opportunities.
7. Discuss professionalism in the food service industry.
8. Demonstrate an understanding of basic culinary arts terminology and various kitchen/commercial cooking equipment.

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Course Number and Name: **HRT/CUT 1163 Culinary Math**

Description: The purpose of this course is to develop basic mathematical computation for all facets of the food service industry. Math skills learned will advance students/graduates at all levels of employment from servers and cooks to chefs and managers.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Using Math in Foodservice Operations:
2. Measurements in the Professional Kitchen
3. Calculating Measurements:
 - a. Understand the different in weight and volume measurement.
4. Converting Measurements and Scaling Recipes:
 - a. Understand how to solve for conversion factors.
5. Calculating Percentages and Ratios:
 - a. Calculating Bakers Percentages.
6. Calculating Food Costs and Menu Prices.
 - a. Understand percentages.
 - b. Understand the difference in pricing for whole sale verses retail.
 - c. Understand as Purchase Costs verses Edible Portion Costs.
7. Calculating Revenue and Expenses.
8. Analyzing Profit and Loss.
9. Understand how to properly read a thermometer.

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Retail Commercial Baking

Business and Math Skills

- Perform basic mathematical operations pertaining to the food service industry (addition, subtraction, multiplication, division)
- Weigh and measure accurately
- Calculate preparation temperatures based on known variables (friction factor, altitude)

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Course Number and Name: **CUT 1513-4 Garde Manger**

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.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	1	4	75 <i>OR</i>
4	2	4	90

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Demonstrate buffet presentation techniques.
 - a. Identify tools and equipment in garde manger.
 - b. Demonstrate decorative pieces to include fruit and vegetable carvings and accompaniments.
 - c. Explain and demonstrate ice carvings.
 - d. Demonstrate basic and advanced garnishes.
 - e. Demonstrate tray and mirror plating and design techniques.

2. Explain and prepare various cold food items.
 - a. Explain and prepare cold soups, salads, and sandwiches.
 - b. Explain and prepare various cold sauces, dressings, marinades, and relishes.
 - c. Explain and demonstrate aspic.
 - d. Explain and prepare various forcemeats such as patés, galantines, ballantines, terrines, and sausages.
 - e. Prepare mousses and gelatins.

3. Identify specialty items.
 - a. Explain and demonstrate culinary application for wine and spirits
 - b. Explain and demonstrate culinary applications for various cheeses.
 - c. Explain and demonstrate wine, cheese, and other food pairings.

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Culinary Arts Level 1

Cold Food Preparation

- Prepare salads and dressings
- Prepare cold soups, appetizers, entrees, and desserts
- Garnish and plate menu items
- Prepare sandwiches, spreads, and fillings
- Identify storage methods for cold foods

Dairy Products and Alternatives

- Identify various milk products
- Identify dairy alternatives
- Identify cheese varieties
- Identify and distinguish butters and butter alternatives
- Identify storage methods for dairy products and alternatives

Culinary Arts Level 2

Cold Food Preparation

- Prepare salads and dressings
- Prepare cold soups, appetizers, and desserts
- Garnish and plate menu items
- Prepare sandwiches, spreads, and fillings

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- Explain procedures for buffet preparation and maintenance
- Identify storage methods for cold foods

Dairy Products and Alternatives

- Identify various milk products
- Identify dairy alternatives
- Identify cheese varieties
- Identify and distinguish butters and butter alternatives
- Identify storage methods for dairy products and alternatives

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Course Number and Name: **CUT 1613 Nutrition**

Description: This course provides information on a study of nutrients as related to personal health, foods and food preparation, recipe or menu modification for special customer needs, and merchandising techniques associated with nutritious meals.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	1	4	75

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Explain the six food nutrients and their main functions, food sources, and recommended daily allowances.
 - a. Discuss the primary food sources of the nutrients, and discuss diseases related to overconsumption and underconsumption of each.
 - b. Explain the value of providing a diet containing a balance of nutrients to customers.
2. Demonstrate methods to retain the maximum nutrient value of foods during preparation and serving.
 - a. Outline guidelines to be used in a food service operation to retain nutrient value of menu items.
 - b. Prepare a demonstration utilizing at least one method to retain nutrient content during preparation or serving.
 - c. Evaluate menus based on the Recommended Dietary Allowances (RDA) and the Food Guide Pyramid.
 - d. Compute a nutritional analysis of personal food intake.
3. Discuss situations that necessitate special needs diets or modified diets.
 - a. Recognize special dietary needs for lifespan nutrition to include pregnancy, lactation, newborns, infants, children, adolescents, adulthood, and older adulthood.
 - b. Refer individuals in need of nutritional plans for weight loss and maintenance programs to appropriate health-care professionals.
 - c. Make appropriate modifications in recipes and food production techniques to comply with the Dietary Guidelines for Americans and/or prescribed modified diets.
4. Explain merchandising tactics for promoting a customer nutrition program incorporated into a food service operation.
 - a. Conduct a customer survey dealing with interest in healthy and nutritious foods.
 - b. Describe methods to incorporate a nutrition program into various food service operations.
 - c. Design publicity ideas for the promotion of healthy menus.

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Course Number and Name: **CUT 2223 Menu Planning**

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.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	3	0	45

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Discuss and describe the basic principles of menu planning.
 - a. Discuss principles of nutrition.
 - b. Utilize cost controls to determine menu prices.
 - c. Distinguish among product mix, check average, and profit.
 - d. Discuss alternative, healthy foods and other current trends.

2. Utilize the principles of menu layout and design.
 - a. Create menu item descriptions following established guidelines.
 - b. Plan specialty menus including classical and buffet.
 - c. Create a menu

3. Identify special considerations and legal ramifications of beverage service.
 - a. Examine the production and preparation of the various types of beverages.
 - b. Identify the presentation, glassware, and equipment needs for beverage service.
 - c. Discuss alcohol laws, how federal laws are implemented at the state level, and the Dram Shop Act (server's responsibility).

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Commercial Foods

Recipes and Culinary Math

- Read, convert, and prepare standardized recipes using correct equipment and tools
- Calculate food costs for recipes
- Demonstrate an understanding of weights, measures, and equivalencies

Menu Design and Nutrition

- Plan and design various types of menus, considering nutrition, cost, and diet requirements
- Demonstrate understanding of the food guide pyramid
- Display familiarity with the "truth in menu" guideline
- Develop specialized menus (local, regional, ethnic, organic, restrictive diet, etc.)

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Course Number and Name: **CUT 2243-4 Dining Room Management**

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.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
3	1	4	75 OR
3	2	2	60 OR
4	3	2	75

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Demonstrate the various styles of table service.
 - a. Apply the general rules of French table service.
 - b. Apply the general rules of Russian table service.
 - c. Apply the general rules of American table service.

2. Demonstrate various types of table and place settings.
 - a. Practice various table and place settings for banquets.
 - b. Practice various table and place settings for buffets.
 - c. Practice various table and place settings for events.

3. Discuss procedures for training dining room staff.
 - a. Examine the functions of dining service positions.
 - b. Apply guest service and customer relations, including handling of difficult situations.
 - c. Demonstrate procedures for handling guest checks properly.
 - d. Discuss skills and safety procedures for tableside food preparation and service.
 - e. Discuss and practice sales techniques for dining room staff.
 - f. Explain the work flow between the dining room and the kitchen.

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Culinary Arts Level 2

Customer Service

- Display understanding of basic customer service principles
- Demonstrate appropriate table settings, service, and clearing
- Calculate guest check, including taxes and gratuity
- Demonstrate knowledge of dining room duties, including a POS system
- Understand menu items and special preparation/ingredient requests
- Take and place guest orders

Hospitality Management – Food and Beverage

Restaurant Management

- Plan, prepare, and cost menus
- Purchase food and beverage items
- Describe techniques for food preparation
- Select, identify, and describe the correct restaurant equipment for various applications
- Explain procedures for health, safety, and sanitation

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- Identify the basic elements of restaurant layout and design
- Calculate payroll and employee schedules
- Identify leadership qualities to improve the quality of work and the work environment
- Work effectively in a team environment to improve the quality of work and the work environment

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Course Number and Name: **CUT 2314 American Regional Cuisine**

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.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
4	2	4	90

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Explain and demonstrate the American Cuisine concept.
 - a. Explain the history and development of the American Cuisine concept.
 - b. Explain the importance of freshness, seasonality, and indigenous ingredients when applying American Cuisine concepts.
 - c. Explain the importance of nutrition in American cuisine.
 - d. Explain the importance of proper plating techniques and presentation.

2. Explain the culinary roots of various American cuisines.
 - a. Explain the characteristics, traditions, and history of various American regions.
 - b. Locate various American regions on the map.

3. Prepare menu items typical to various regions of the United States.
 - a. Prepare Cajun and Creole Cuisine.
 - b. Prepare Floridian Cuisine.
 - c. Prepare Southwestern Cuisine.
 - d. Prepare Californian and Hawaiian Cuisine.
 - e. Prepare Southeastern Cuisine.
 - f. Prepare other various regional cuisines of local interest.

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Course Number and Name: **CUT 2424 International Cuisine**

Description: This course is a study of cuisines of the world with emphasis on use of authentic ingredients, methods, and terminology.

Hour Breakdown:

Semester Hours	Lecture	Lab	Contact Hours
4	2	4	90

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Investigate cuisines from various continents of the world.
 - a. Locate and identify the continents of the world.
 - b. Identify terminology related to international cuisine.
 - c. Identify authentic, indigenous ingredients to various regions of the world.
 - d. Identify authentic methods of preparing international cuisine.

2. Prepare menu items from various continents of the world.
 - a. Prepare menu items typical of various European countries.
 - b. Prepare menu items typical of various Asian countries.
 - c. Prepare menu items typical of various African countries.
 - d. Prepare menu items typical of the Americas.
 - e. Prepare other various international cuisines of local interest.

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Course Number and Name: **CUT 292(3-6) Supervised Work Experience in 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.

Hour Breakdown:

Semester Hours	Lecture	Externship	Contact Hours
3		9	135
4		12	180
5		15	225
6		18	270

National Assessment:

Prerequisite: Instructor Approved

Student Learning Outcomes:

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.

RECOMMENDED TOOLS AND EQUIPMENT

CAPITALIZED ITEMS - Culinary

1. Burner range with double oven, broiler, and grill (6)
2. Convection oven (1)
3. Combination oven (1)
4. Walk-in cooler (1)
5. 2- to 3-door reach-in cooler (1)
6. Walk-in freezer (1)
7. 2-door reach-in freezer (1)
8. Steam jacketed kettle (1)
9. Steamer (1)
10. Combination holding/proofing box (1)
11. Tilting skillet (1)
12. Deep fat fryer (1)
13. Crushed ice machine (1)
14. Cubed ice machine (1)
15. Commercial dish machine with tables (in/out) and pre-wash sink with sprayer attachment and booster heater (1)
16. Beverage brewer (1)
17. Garbage disposal (2)
18. Food warmer (bread) (1)
19. Marble confectionary board (1)
20. Meat slicer (1)
21. 20-qt mixer with grater attachments (1)
22. Food processor (2)
23. Vertical cutter mixer (1)
24. Charbroiler (1)
25. 3-compartment sink (1)
26. Vegetable sink (1)
27. Portable metal shelving (10)
28. Ventilation system (2)
29. Portable display warmer (1)
30. 5-compartment buffet table with sneeze guards (1)
31. Cold food buffet table with sneeze guards (1)
32. Toaster conveyor (1)
33. Commercial washer (1)
34. Commercial dryer (1)
35. Student computers (10) Internet access required
36. Printers, ink jet (1 per 4 computers)
37. Printer, laser, color
38. Lockers for students (1 per student)
39. Maid's cart (1)
40. Several hotel room furniture pieces (1) over \$500
41. Sous vide machines
42. Reduced oxygen packaging machine (1)
43. Induction cooktop (1)
44. Blast chiller (1)
45. Flat top griddle (1)
46. Batch freezer (1)

NON-CAPITALIZED ITEMS

Culinary Arts

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1. Microwave (1)
2. 5-qt mixer (2)
3. Blender (1)
4. Stainless steel table-based mechanical can opener (1)
 - a. Stainless steel carts with caster wheels (3 with drawers and 3 with bottom shelves, 3 with pot racks, 3 with top shelves) (6)
5. Portable serving carts (6)
6. Portable dish carts (2)
7. Portable ingredient bins (4)
8. Large trash cans with rolling dollies (6)
9. Bowl cutter (1)
10. Dolly, transport (1)
11. Portable insulated food boxes (3)
12. Ice caddy (1)
13. Dishwasher racks for glasses (8)
14. Dishwasher racks for silverware, compartmentalized (3)
15. Dishwasher racks, slide open, for cups and bowls (5)
16. Dishwasher racks for plates (5)
17. Bakers scale (10)
18. Flour scale, 50# (1)
19. Portion scales (10)
20. 6-ft dining room tables, folding (25)
21. 6-ft round dining room tables, folding (10)
22. Dining room chairs (125)
23. Table/chair truck or dolly (2)
24. Flatware sets (200 ct.)
25. Glassware sets (200 ct.)
26. Sink, hand-washing (1)
27. China sets (200 ct.)
28. Napkins (200)
29. Tablecloths for 6-ft dining room tables (30)
30. Tablecloths for 6-ft round dining room tables (10)
31. Assorted size sauce pans (12)
32. Assorted size saute pans (12)
33. Assorted size stock pots (6)
34. Full-size sheet pans (24)
35. Half-size sheet pans (12)
36. Assorted size steam table pans with 12 lids (36)
37. Cutting boards (12)
38. Cutting board rack (2)
39. Knife sets (10)
40. Assorted cooking and serving spoons (24)
41. Assorted dippers (10)
42. Assorted ladles (12)
43. Assorted whips (12)
44. Skimmers (33)
45. Tongs (24)
46. Colanders (4)
47. Wire strainers (6)
48. China cap (1)
49. Box grater (2)
50. Sifter (4)
51. Assorted size liquid measure (12)
52. Set of dry measures (cup and spoon set) (6)

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53. Rolling pins (4)
54. Waiter serving trays, assorted sizes (12)
55. Tray stands/jacks (12)
56. Portable podium with P.A. system (1)
57. Cake, pie, and muffin pans (10 each)
58. Party trays, assorted (24)
59. Chafing dishes, full (5)
60. Mixing bowls, assorted (12)
61. Bus tubs (12)
62. Plastic storage containers, assorted (24)
63. Assorted garnishing tools (2 sets)
64. Spatulas, offset (5)
65. Spatulas, flat (5)
66. Pie server (2)
67. Butcher steel (1)
68. Sharpening stone (1)
69. Meat thermometer (2)
70. Candy thermometer (2)
71. Freezer, refrigerator, oven thermometers (12)
72. Thermocouple thermometer (1)
73. Infrared thermometer (1)
74. Oven mitts (10 sets)
75. Pitchers (water/tea) (12)
76. Coffee pitchers (12)
77. Plate covers (150)
78. Menu board (1)
79. Baker's wooden tables (2)
80. Garde manger tools (10 sets)
81. Paté and terrine molds, miscellaneous molds (2 sets)
82. Canapé cutters (10 sets)
83. Ice cream maker (1)
84. Pasta maker (2)
85. Sausage maker (1)
86. Meat grinder (1)
87. Display trays (2 sets of various sizes)
88. Display mirrors (2 sets of various sizes)
89. Ice carving tools (10)
90. Wok (6)
91. Dough divider and roller (10)
92. Proof box (1)
93. Deck oven (1)
94. Blenders (large and small) (6)
95. Spice grinder (6)
96. Mortar and pestle (6)
97. Marzipan tools (10 sets)
98. Sugar-pulling equipment (2)
99. Beverage dispenser (hot and cold) (3)
100. Waffle Maker (1)
101. Office storage cabinet and shelves

Hotel and Restaurant Management

1. Time stamp (1)
2. Vacuum cleaner, commercial (1)
3. Assorted hotel room linens

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4. Credit card authorizer (1)
5. Function book (1)
6. Roll-away bed (1)
7. Refreshment center (1)
8. Iron (1)
9. Ironing board (1)
10. Computer with PMS (property management software)

Travel and Tourism

1. Map (wall) (1)
2. Portable PA system (1)

RECOMMENDED INSTRUCTIONAL AIDS

1. Projection, screen
2. 47-in. flat screen television
3. Data projector (3)
4. Digital visual presenter (1 per lab)
5. Globe
6. Digital camera
7. Smart board
8. Scanner (1)
9. Computer, laptop with docking station

CURRICULUM DEFINITIONS AND TERMS

- Course Name – A common name that will be used by all community 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:
 - Career Certificate Required Course – A required course for all students completing a career certificate.
 - Technical Certificate Required Course – A required course for all students completing a technical certificate.
 - Technical Elective – Elective courses that are available for colleges to offer to students.
- Description – A short narrative that includes the major purpose(s) of the course
- 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
- Student Learning Outcomes – A listing of the student outcomes (major concepts and performances) 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:
 - 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
 - Activities that develop a higher level of mastery on the existing competencies and suggested objectives
 - Activities and instruction related to new technologies and concepts that were not prevalent at the time the current framework was developed or revised
 - Activities that include integration of academic and career–technical skills and course work, school-to-work transition activities, and articulation of secondary and postsecondary career–technical programs
 - Individualized learning activities, including work-site learning activities, to better prepare individuals in the courses for their chosen occupational areas
- Sequencing of the course within a program is left to the discretion of the local college. 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 all of the required Career Certificate courses, Technical Certificate courses **AND** a minimum of 15 semester hours of General Education Core Courses. The courses in the General Education Core may be spaced out over the entire length of the program so that students complete some academic and Career Technical courses each semester. Each community college specifies the actual courses that are required to meet the General Education Core Requirements for the Associate of Applied Science Degree at their college.
- In order to provide flexibility within the districts, individual courses within a framework may be customized by doing the following:

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- Adding new student learning outcomes to complement the existing competencies and suggested objectives in the program framework
- Revising or extending the student learning outcomes
- Adjusting the semester credit hours of a course to be up 1 hour or down 1 hour (after informing the Mississippi Community College Board [MCCB] of the change)

COURSE CROSSWALK

Course Crosswalk					
Hospitality and Tourism Management Technology					
<i>Note: Courses that have been added or changed in the 2016 curriculum are highlighted.</i>					
Existing			Revised		
2011 MS Curriculum Framework			2016 MS Curriculum Framework		
Course Number	Course Title	Hours	Course Number	Course Title	Hours
			BPT 1224	Cookies, Mignardise and Frozen Desserts	4
			BPT 1234	Classic Pastry, Pies, and Tarts	4
			BPT 1314	Restaurant and Catering Operations for Baking and Pastry Arts	4
			BPT 2214	Artisan Breads and Viennoiserie	4
			BPT 2334	Chocolates, Confections Sugar Artistry	4
			BPT 2324	Advanced Cakes and Patisserie	4
			BPT 291(3-6)	Supervised Work Experience in Baking and Pastry Arts	3-6
HRT 1123	Introduction to the Hospitality and Tourism Industry	3	HRT 1123	Introduction to the Hospitality and Tourism Industry	3
HRT 1213-4	Sanitation and Safety	3 4	HRT 1213-4	Sanitation and Safety	3 4
HRT 1223-4	Restaurant and Catering Operations	3 4	HRT 1223-4	Restaurant and Catering Operations	3 4
HRT 1413	Rooms Division Management	3	HRT 1413	Rooms Division Management	3
HRT 1511	Hospitality Seminar I	1	HRT 1511	Hospitality Seminar I	1
HRT 1514	Hospitality Seminar	4	HRT 1514	Hospitality Seminar	4
HRT 1521	Hospitality Seminar II	1	HRT 1521	Hospitality Seminar II	1
HRT 1531	Hospitality Seminar III	1	HRT 1531	Hospitality Seminar III	1
HRT 1541	Hospitality Seminar IV	1	HRT 1541	Hospitality Seminar IV	1
HRT 1552	Hospitality Seminar I	2	HRT 1552	Hospitality Seminar I	2
HRT 1562	Hospitality Seminar II	2	HRT 1562	Hospitality Seminar II	2
HRT 1573	Hospitality Seminar III	3	HRT 1573	Hospitality Seminar III	3
HRT 1813	The Professional Tour Guide	3	HRT 1813	Tourism Specialist	3
HRT 1823	The Travel Agency	3	HRT 1823	The Travel Agency	3
HRT 1833	Travel and Tourism Geography	3	HRT 1833	Travel and Tourism Geography	3
HRT 2233	Food and Beverage Control	3	HRT 2233	Hospitality Cost Control	3
HRT 2323	Hospitality Facilities Management and Design	3	HRT 2323	Hospitality Facilities Management and Design	3
HRT 2423	Hospitality Security Management and Law	3	HRT 2423	Hospitality Security Management and Law	3
HRT 2613	Hospitality Supervision	3	HRT 2613	Hospitality Supervision	3
HRT 2623	Hospitality Human Resource	3	HRT 2623	Hospitality Human Resource	3

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	Management			Management	
HRT 2713	Marketing Hospitality Services	3	HRT 2713	Marketing Hospitality Services	3
HRT 2843	Fundamentals of Travel and Tourism	3	HRT 2843	Fundamentals of Travel and Tourism	3
HRT 2853	Convention and Meeting Planning	3	HRT 2853	Convention and Meeting Planning	3
HRT 2863	Tourism Planning and Development	3	HRT 2863	Tourism Planning and Development	3
HRT 291(3-6)	Supervised Work Experience in Hotel and Restaurant Management	3-6	HRT 291(3-6)	Supervised Work Experience in Hotel and Restaurant Management	3-6
HRT 292(3-6)	Supervised Work Experience in Travel and Tourism	3-6	HRT 292(3-6)	Supervised Work Experience in in Travel and Tourism	3-6
HRT/CUT 1114-5	Culinary Principles I	4 5	HRT/CUT 1114-5	Culinary Principles I	4 5
CUT 1124-5	Culinary Principles II	4 5	CUT 1124-5	Culinary Principles II	4 5
CUT 1134-5	Principles of Baking	4 5	CUT 1134-5	Principles of Baking	4 5
CUT 153-4	Garde Manger	3 4	CUT 153-4	Garde Manger	3 4
CUT 2223	Menu Planning and Facilities	3	CUT 2223	Menu Planning	3
CUT 2243-4	Dining Room Management	3 4	CUT 2243-4	Dining Room Management	3 4
CUT 2314	American Regional Cuisine	4	CUT 2314	American Regional Cuisine	4
CUT 2424	International Cuisine	4	CUT 2424	International Cuisine	4
CUT 292(3-6)	Supervised Work Experience in Culinary Arts Technology	3-6	CUT 292(3-6)	Supervised Work Experience in Culinary Arts Technology	3-6
			HRT/CUT 1163	Culinary Math	3
			CUT 1153	Introduction to Culinary Arts	3
			CUT 1613	Nutrition	3

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