

Date:

3/30/2016

Hospitality & Tourism Cluster

Skills-to-Course Matrix

Instructions: 1) Click on **Sample High School** above and enter your High School Name above. 2) Enter the community college name. 3) Enter the Program of Study name. 4) Enter the date. 5) Click on **Course 1, Course 2, etc.** below and replace with your POS course names (or numbers). 6) Check those courses that trigger the TSA for this POS. 7) Finally, check those standards that are taught with intent and purpose in each course. (You only need to use the optional Focus Area tabs if you are using those skill sets for multiple options in a Program of Study or if you want to use another set of industry validated standards.)

Cluster Knowledge and Skills (CTE standards)

Cluster Knowledge and Skills (CTE standards)	
Code Number	KS Statement
HTZ01.01	Be able to understand and apply basic academic skills to perform effectively in the workplace.
HTZ01.02	Understand the concepts of marketing and the market place as it applies to the hospitality and tourism industry.
HTZ01.03	Understand the concept of sales and selling.
HTZ02.01	Use and understand oral, written, and nonverbal communication to express and interpret information.
HTZ03.03	Study potential, real and perceived emergency situations to recognize and implement appropriate safety and security measures.
HTZ03.04	Use critical thinking skills to solve problems.
HTZ05.01	Analyze the functions performed by different divisions and departments within a lodging operation to visualize the interaction of all areas.
HTZ05.02	Understand organizational systems to optimize business efficiency.
HTZ05.03	Achieve a familiarity with other industries that have relevant services or products and understand how they impact a seamless product/service to the guest/customer.
HTZ06.01	Review all safety and sanitation procedures applicable to the work area to ensure a safe and healthy work environment for all individuals.
HTZ06.02	Analyze life choices related to nutrition, stress and exercise to measure their effect on performance in the career pathways within hospitality and tourism.
HTZ06.05	Research ways to use security measures to protect guests/customers, staff and limit liability.
HTZ07.01	Understand and use leadership and teambuilding principles, styles, and skills to effectively manage the culture of the work environment.
HTZ07.04	Understand and demonstrate the components of customer service.
HTZ07.05	Understand the role of being a host to guests.
HTZ08.01	Examine and review ethical and legal responsibilities as they relate to guests/customers and employee conduct within the establishment to maintain high industry standards.
HTZ08.02	Explain how cash control procedures are used to protect funds.
HTZ08.03	Examine professional and workplace ethics and legal responsibilities to provide guidelines for conduct.
HTZ09.01	Research and review career options and qualifications for entering and advancement opportunities in the hospitality and tourism industry.

Date:

6/30/2012

Lodging Focus Area

Skills-to-Course Matrix

Instructions: 1) Click on Sample High School above and enter your High School Name above. 2) Enter the community college name. 3) Enter the Program of Study name. 4) Enter the date. 5) Click on **Course 1**, **Course 2**, etc. below and replace with your POS course names (or numbers). 6) Check those courses that trigger the TSA for this POS. 7) Finally, check those standards that are taught with intent and purpose in each course.

Focus Area Knowledge and Skills (CTE standards)

Focus Area Knowledge and Skills (CTE standards)		Course 1	TSA?	Course 2	TSA?	Course 3	TSA?	Course 4	TSA?	Course 5	TSA?	Course 6	TSA?
Code Number	KS Statement	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
HTPB01.01	Knowledge of the uses of telecommunications equipment found at lodging facilities to optimize guest service.	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
HTPB01.02	Understand the importance of the interactions of all lodging departments that directly relate to guest satisfaction.	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
HTPB02.01	Explain the importance of house keeping standards on guest satisfaction.	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
HTPB02.02	Prepare a staffing SCHEDULE to schedule various staff positions to assure guest satisfaction.	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
HTPB02.04	Understand the factors to consider when determining purchasing procedures to maintain effective operations.	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
HTPB03.01	Research and review career options and qualifications for entering and advancement opportunities in lodging industry.	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
HTPB04.01	Understand the importance of guest registration, room assignment, and check out procedures.	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
HTPB04.03	Understand the importance of check-out procedures to ensure guest satisfaction and verify settlement of account.	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
HTPB05.01	Understanding the employee's role of marketing the property and regional amenities in the lodging industry.	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
HTPB06.01	Abide strictly by key control procedures to protect guest and minimize risks.	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
HTPB06.03	Explain how guests and property are protected to minimize losses or liabilities.	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
HTPB07.01	Understand all the variable factors that impact lodging sales.	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
HTPB08.01	Understand the importance of clear and accurate communication between employees and to guests.	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
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6/30/2012

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Skills-to-Course Matrix

Instructions: 1) Click on **Sample High School** above and enter your High School Name above. 2) Enter the community college name. 3) Enter the Program of Study name. 4) Enter the date. 5) Click on **Course 1**, **Course 2**, etc. below and replace with your POS course names (or numbers). 6) Check those courses that trigger the TSA for this POS. 7) Finally, check those standards that are taught with intent and purpose in each course.

Focus Area Knowledge and Skills (CTE standards)

[illegible]

High School Name:
Community College Name:
CTE Program of Study Name:
Date:

Sample High School
Sample Community College
Sample Program of Study
6/30/2012

Restaurants, Food & Beverage Services Focus
Area

Skills-to-Course Matrix

Instructions: 1) Click on Sample High School above and enter your High School Name above. 2) Enter the community college name. 3) Enter the Program of Study name. 4) Enter the date. 5) Click on Course 1, Course 2, etc. below and replace with your POS course names (or numbers). 6) Check those courses that trigger the TSA for this POS. 7) Finally, check those standards that are taught with intent and purpose in each course.

Focus Area Knowledge and Skills (CTE standards)

Focus Area Knowledge and Skills (CTE standards)		Course 1	TSA?	Course 2	TSA?	Course 3	TSA?	Course 4	TSA?	Course 5	TSA?	Course 6	TSA?
Code Number	KS Statement	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
HTPA01.01	Examine and review ethical and legal responsibilities as they relate to guests, employees and conduct within the establishment to maintain high industry standards.	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
HTPA02.01	Review all safety and sanitation procedures applicable to the work area to supervise staff in proper sanitation behaviors.	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
HTPA03.01	Examine operating procedure to determine the criteria for food preparation.	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
HTPA04.01	Manage and use basic reading, writing, and mathematical skills for food production and guest services to provide a positive guest experience.	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
HTPA04.02	Study and synthesize information from ethnic and geographical studies to apply to customer service.	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
HTPA05.01	Integrate listening, writing and speaking skills to enhance operations and guest satisfaction.	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
HTPA06.01	Review managerial skills required to make staffing decisions while following industry standards.	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
HTPA07.01	Research costs, pricing and market demands to manage profitability and implement effective marketing strategies.	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
HTPA07.02	Manage unexpected situations to ensure continuity of quality service.	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
HTPA08.01	Examine types of computerized systems used to manage food service operations and guest service.	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
HTPA08.02	Research and evaluate technical resources for food services and bar operations to update or enhance industry standards.	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
HTPA09.01	Examine the company's standard operating procedures related to food and beverage production and guest service to measure effectiveness.	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
HTPA10.01	Research and review career options and qualifications in the restaurant and food service industry.	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
HTPA11.01	Review independently owned and chain-affiliated lodging facilities to compare and illustrate the advantages and disadvantages of each.	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
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High School Name:
Community College Name:
CTE Program of Study Name:
Date:

Sample High School
Sample Community College
Sample Program of Study
6/30/2012

Travel and Tourism Focus Area

Skills-to-Course Matrix

Instructions: 1) Click on Sample High School above and enter your High School Name above. 2) Enter the community college name. 3) Enter the Program of Study name. 4) Enter the date. 5) Click on Course 1, Course 2, etc. below and replace with your POS course names (or numbers). 6) Check those courses that trigger the TSA for this POS. 7) Finally, check those standards that are taught with intent and purpose in each course.

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Code Number	KS Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HTPC01.01	Understand and apply information about times zones, seasons, domestic and international maps in creating or enhancing travel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HTPC01.02	Employ unit and time conversion skills to develop schedules, and compute cost, distance and time (including travel time) factors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HTPC02.01	Study differences in language, culture and behavior to achieve an awareness of cultural diversity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HTPC03.01	Study potential, real and perceived hazards to recognize and implement appropriate safety and security measures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HTPC03.02	Research and create a resource base using alternative plans, proactive and reactive solutions to manage any emergency situation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HTPC03.03	Review safety and security issues to establish procedures for customer education.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HTPC04.01	Achieve a familiarity with acronyms, abbreviations and definitions of terminology to communicate within the tourism industry.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HTPC04.02	Attain a familiarity with diverse transportation, lodging, cruise and food service options to produce a customized product.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HTPC04.03	Achieve familiarity with other industries that have products or services relevant to a tourism package to gain awareness of their role and the tourism provider's role in delivering a seamless product to a customer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HTPC04.04	Achieve a knowledge of the community elements essential to maintain cooperative tourism development efforts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HTPC05.01	Match customer needs, wants and expectations to the travel product to integrate intangible and discretionary travel options.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HTPC05.02	Study the various market sub-sectors and the general interests of each to design tourism promotional packages.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HTPC05.03	Evaluate various communication techniques and media venues and select the most effective manner to convey information to a target audience such as the prospective customer, the general public, a disgruntled customer or a special needs population.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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