High School Name:	**Tualatin High School**
Community College Name:	**Mt. Hood Community College**
CTE Program of Study Name:	**Culinary Arts**
Date:	**3/30/2016**

Hospitality & Tourism Cluster

Skills-to-Course Matrix

Cluster Knowledge and Skills (CTE standards)

Code Number	KS Statement	HT 108	TSA?	HT 234	TSA?	Course 3	TSA	Course 4	TSA	Course 5	TSA		
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 effectivly 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.	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	

Lodging Focus Area

Skills-to-Course Matrix

Focus Area Knowledge and Skills (CTE standards)

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

High School Name:	**Sample High School**
Community College Name:	**Sample Community College**
CTE Program of Study Name:	**Sample Program of Study**
Date:	**6/30/2012**

Recreation, Amusements & Attractions Focus Area

Skills-to-Course Matrix

Focus Area Knowledge and Skills (CTE standards)

Code Number	KS Statement	Course 1	TSA?	Course 2	TSA?	Course 3	TSA?	Course 4	TSA?	Course 5	TSA?	Course 6	TSA?
HTPD01.01	Research and review career options and qualifications for entering and advancement opportunities in recreation, amusements and attractions.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
HTPD01.02	Demonstrate specific problem solving abilities for recreation amusements and attractions.	☐		☐		☐		☐		☐		☐	
HTPD01.03	Understand maintenance technology that is unique to the recreation, amusments and attractions field.	☐		☐		☐		☐		☐		☐	
HTPD02.01	Evaluate the types of information and directions guest would need at entry to be familiar with their surroundings.	☐		☐		☐		☐		☐		☐	
HTPD02.02	Understand and use leadership and team-building techniques, styles, and skills to effectivly promote a culture of fun and entertainment.	☐		☐		☐		☐		☐		☐	
HTPD02.03	Develop appropriate measures to control crowds and traffic.	☐		☐		☐		☐		☐		☐	
HTPD02.04	Review safety and security issues to establish procedures.	☐		☐		☐		☐		☐		☐	
HTPD03.01	Study admission procedures to manage and control individuals and groups.	☐		☐		☐		☐		☐		☐	
HTPD03.02	Explore best sales practices to optimise revenue.	☐		☐		☐		☐		☐		☐	
HTPD04.01	Develop marketing strategies specific to recreation, amusements, and attractions.	☐		☐		☐		☐		☐		☐	
HTPD04.02	Identify opportunities for merchandizing and branding at different venues.	☐		☐		☐		☐		☐		☐	

High School Name:	**Sample High School**
Community College Name:	**Sample Community College**
CTE Program of Study Name:	**Sample Program of Study**
Date:	**6/30/2012**

Restaurants, Food & Beverage Services Focus Area

Skills-to-Course Matrix

<u>Focus Area</u> Knowledge and Skills (CTE standards)

Code Number	KS Statement	Course 1	TSA?	Course 2	TSA?	Course 3	TSA?	Course 4	TSA?	Course 5	TSA?	Course 6	TSA?
		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
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.	☐	☐	☐		☐		☐		☐		☐	
HTPA02.01	Review all safety and sanitation procedures applicable to the work area to supervise staff in proper sanitation behaviors.	☐		☐		☐		☐		☐		☐	
HTPA03.01	Examine operating procedure to determine the criteria for food preperation.	☐		☐		☐		☐		☐		☐	
HTPA04.01	Manage and use basic reading, writing, and mathematical skills for food production and guest services to provide a positive guest experience.	☐		☐		☐		☐		☐		☐	
HTPA04.02	Study and synthesize information from ethnic and geographical studies to apply to customer service.	☐		☐		☐		☐		☐		☐	
HTPA05.01	Integrate listening, writing and speaking skills to enhance operations and guest satisfaction.	☐		☐		☐		☐		☐		☐	
HTPA06.01	Review managerial skills required to make staffing decisions while following industry standards.	☐		☐		☐		☐		☐		☐	
HTPA07.01	Research costs, pricing and market demands to manage profitability and implement effective marketing strategies.	☐		☐		☐		☐		☐		☐	
HTPA07.02	Manage unexpected situations to ensure continuity of quality service.	☐		☐		☐		☐		☐		☐	
HTPA08.01	Examine types of computerized systems used to manage food service operations and guest service.	☐		☐		☐		☐		☐		☐	
HTPA08.02	Research and evaluate technical resources for food services and bar operations to update or enhance industry standards.	☐		☐		☐		☐		☐		☐	
HTPA09.01	Examine the company's standard operating procedures related to food and beverage production and guest service to measure effectiveness.	☐		☐		☐		☐		☐		☐	
HTPA10.01	Research and review career options and qualifications in the restaurant and food service industry.	☐		☐		☐		☐		☐		☐	
HTPA11.01	Review independently owned and chain-affiliated lodging facilities to compare and illustrate the advantages and disadvantages of each.	☐		☐		☐		☐		☐		☐	
		☐		☐		☐		☐		☐		☐	

Travel and Tourism Focus Area

Skills-to-Course Matrix

Focus Area Knowledge and Skills (CTE standards)

Code Number	KS Statement	Course 1	TSA?	Course 2	TSA?	Course 3	TSA?	Course 4	TSA?	Course 5	TSA?	Course 6	TSA?
		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
HTPC01.01	Understand and apply information about times zones, seasons, domestic and international maps in creating or enhancing travel.	☐	☐	☐	☐	☐		☐		☐		☐	
HTPC01.02	Employ unit and time conversion skills to develop schedules, and compute cost, distance and time (including travel time) factors.	☐	☐	☐		☐		☐		☐		☐	
HTPC02.01	Study differences in language, culture and behavior to achieve an awareness of cultural diversity.	☐	☐	☐		☐		☐		☐		☐	
HTPC03.01	Study potential, real and perceived hazards to recognize and implement appropriate safety and security measures.	☐	☐	☐		☐		☐		☐		☐	
HTPC03.02	Research and create a resource base using alternative plans, proactive and reactive solutions to manage any emergency situation.	☐	☐	☐		☐		☐		☐		☐	
HTPC03.03	Review safety and security issues to establish procedures for customer education.	☐	☐	☐		☐		☐		☐		☐	
HTPC04.01	Achieve a familiarity with acronyms, abbreviations and definitions of terminology to communicate within the tourism industry.	☐	☐	☐		☐		☐		☐		☐	
HTPC04.02	Attain a familiarity with diverse transportation, lodging, cruise and food service options to produce a customized product.	☐	☐	☐		☐		☐		☐		☐	
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.	☐	☐	☐		☐		☐		☐		☐	
HTPC04.04	Achieve a knowledge of the community elements essential to maintain cooperative tourism development efforts.	☐	☐	☐		☐		☐		☐		☐	
HTPC05.01	Match customer needs, wants and expectations to the travel product to integrate intangible and discretionary travel options.	☐	☐	☐		☐		☐		☐		☐	
HTPC05.02	Study the various market sub-sectors and the general interests of each to design tourism promotional packages.	☐	☐	☐		☐		☐		☐		☐	
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.	☐	☐	☐		☐		☐		☐		☐	