

Hospitality and Tourism

STUDENT GRADE RECORD *Career & Technical Education* WINDHAM SCHOOL DISTRICT

Student Name _____

TDCJ # _____

Instructor Name _____

Unit _____

WSD Certificate	Y / N
If I were hiring for this position, I would: (check one) <input type="checkbox"/> 0-No recommendation at this time. (Cannot be used for Completers.) <input type="checkbox"/> 1-Hire this person and look no further. <input type="checkbox"/> 2-Interview this person along with other applicants <input type="checkbox"/> 3-Not hire this person.	
Complete only if student attempted industry certification.	
Name of Industry Certificate	Code P/F
Serve Safe Manager Certification	0510

Course Outline Modules	Windham Module Test	Module Competency Rating
1. CTE Orientation		
2. Workplace Safety		
3. Introduction to Hospitality and Tourism		
4. Food and Beverage		
5. Purchasing and Receiving		
6. Food Safety		
7. Lodging		
8. Housekeeping and Cleaning		
9. Cruising		
10. Managed Services		
11. Clubs, Theme Parks		
12. Meetings, Conventions, Expos, Special Events		
13. Business Basics for Hospitality		
14. Hospitality Management		
15. Human Resources		
16. Marketing & Sales		
17. Accounting		
18. Legal & Ethical Considerations		
19. Your Career in Hospitality/Tourism		
20. Skills for Success		

<i>Windham Module Test Average</i>		x . 75		a	Completer
<i>Windham End of Course Exam</i>		x . 25		b	
<i>Windham Module Score (a + b=)</i>					70+
<i>% Competencies Completed</i>					70+
<i>Module Competency Rating</i>					2.7+

I attest that all of the information reported on this form is true.

Instructor Signature Date

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STUDENT PROGRESS RECORD

RECORDING DIRECTIONS

SKILL RATING: Post the student's competency rating for each skill performed.
 MODULE TEST SCORE: Enter the student's test score for the module.
 MODULE RATING: Use the following scale to determine module rating:
 [4] **Skilled**- Can perform competencies independently with no supervision.
 [3] **Moderately Skilled**- Can perform competencies with limited supervision.
 [2] **Limited Skill**- Requires instruction and close supervision to perform competencies.
 [1] **Unskilled**- Exposed to concept, but no hands-on experience.
Note: When evaluating a student's module rating, skill performance should be given priority.

1. CTE Orientation

Teacher Student
 Initial Initial

- ____ | ____ 1. Identify employment opportunities related to the course.
- ____ | ____ 2. Identify the number of classroom hours a student must attend to be considered as a completer.
- ____ | ____ 3. Identify the industry-recognized certification.
- ____ | ____ 4. Identify course expectations including:
- Working conditions
 - Attendance expectations
 - Instructor's expectations

2. Workplace Safety

Module Test Score _____
Minimum 100% Required

_____ *Module Rating (4, 3, 2)*

- ____ 1. Apply general safety principles to the school and workplace.
- ____ 2 Lists causes of accidents.
- ____ 3. Discuss accident prevention.
- ____ 3. Interpret Material Safety Data Sheets (MSDS).
- ____ 4. Determine steps for emergency procedures.

3. Introduction to Hospitality and Tourism Ch.1-3

Module Test Score _____

_____ *Module Rating (4, 3, 2)*

- ____ 1. Define hospitality.
- ____ 2. Describe the four segments of hospitality.
- ____ 3. Define the types of business structures.
- ____ 4. Analyze the relationship between customers and hospitality employees.
- ____ 5. Discuss the past, present and future of hospitality.

4. Food and Beverage – Ch. 4-7

Module Test Score _____

_____ *Module Rating (4, 3, 2)*

- ____ 1. Analyze the differences and similarities between the different types of foodservice.
- ____ 2. Explain the 12 functions with foodservice.
- ____ 3. Identify factors involved in planning a menu.
- ____ 4. Plan a menu.
- ____ 5. Explain the aspects of food production, presentation and serving.
- ____ 6. Arrange a table and demonstrate attractive food presentation.
- ____ 7. Prepare and serve hor d'oeuvres
- ____ 8. Define the differences between front and back of the house operations.
- ____ 9. Define the roles of the banquet staff, room service, and bar staffs.

5. Purchasing and Receiving

Module Test Score _____

_____ *Module Rating (4, 3, 2)*

- ____ 1. Explain the aspects of purchasing.
- ____ 2. List the tasks of receiving.
- ____ 3. Explain the importance of proper storage.
- ____ 4. Calculate basic food cost percentages.

6. Food Safety (GW-9)

Module Test Score _____

_____ *Module Rating (4, 3, 2)*

- ____ 1. Describe ways to prevent foodborne illnesses.
- ____ 2. Explain the differences: cleaning vs. sanitizing.
- ____ 3. List the types of food contaminants.
- ____ 4. Review ServSafe Food Safety Certification

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7. Lodging – Ch. 10, 11, 13

Module Test Score _____

_____ *Module Rating (4, 3, 2)*

- _____ 1. Define the different types of lodging.
- _____ 2. Analyze the relationship between lodging and food service.
- _____ 3. Describe the organization and functions of the different department within the hotel/lodging.
- _____ 4. Explain the hotel guest cycle.
- _____ 5. Calculate percentages for occupancy, daily rates and potential room revenue.
- _____ 6. Explain the role of all employees in maintaining security.

8. Housekeeping/Cleaning

Module Test Score _____

_____ *Module Rating (4, 3, 2)*

- _____ 1. Describe the types, use, care, and storage of materials and equipment used to clean hard surface floors.
- _____ 2. Sweep and mop floors.
- _____ 3. Use buffer on floors.
- _____ 4. Identify equipment and materials used for basic carpet maintenance.
- _____ 5. Vacuum carpet with a power broom or an upright.
- _____ 6. List cleaning chemicals, disinfectants, and materials used for basic restroom cleaning and explain how they are used.
- _____ 7. Demonstrate how to prepare cleaning solutions.
- _____ 8. Sweep and mop floors and restock towel, soap, and tissue dispenser.
- _____ 9. Clean toilet stalls, toilets, and sanitize restroom.
- _____ 10. Remove restroom trash, clean mirrors, and clean sinks.

9. Cruising

Module Test Score _____

_____ *Module Rating (4, 3, 2)*

- _____ 1. Describe the different types of cruises.
- _____ 2. Identify the different segments in the cruise market.
- _____ 3. Explain the organization of a cruise ship
- _____ 4. Plan a career path within this industry.

10. Managed Services

Module Test Score _____

_____ *Module Rating (4, 3, 2)*

- _____ 1. Outline the different managed services segments.
- _____ 2. Describe 5 factors that separate managed services from commercial ones.
- _____ 3. Explain the complexities of foodservice to education facilities.
- _____ 4. Identify trends in health care, business, leisure and recreation foodservice.

11. Clubs, Theme Parks

Module Test Score _____

_____ *Module Rating (4, 3, 2)*

- _____ 1. List the different types of clubs and theme parks.
- _____ 2. Analyze the similarities/differences in the management structure and positions available in these industries.
- _____ 3. Know the key players in these industries.
- _____ 4. Develop a career path in one of the industries.

12. Meetings, Conventions, Expos, Special Events

Module Test Score _____

_____ *Module Rating (4, 3, 2)*

- _____ 1. Explain the different types of meetings, conventions, expos, and events.
- _____ 2. Describe the different venues for each.
- _____ 3. Outline responsibilities of the different jobs available in each.
- _____ 4. List the major players or organizations in each

13. Business Basics

Module Test Score _____

_____ *Module Rating (4, 3, 2)*

- _____ 1. Analyze the different ownership structures.
- _____ 2. List the functions of management.
- _____ 3. Draw an organization chart.

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14. Hospitality Management

Module Test Score _____

_____ Module Rating (4, 3, 2)

- _____ 1. Draw a flow chart of the divisions of a hotel.
- _____ 2. List the responsibilities of the managers.
- _____ 3. List the different management styles.

15. Human Resources

Module Test Score _____

_____ Module Rating (4, 3, 2)

- _____ 1. Name the functions of HR and explain each.
- _____ 2. Discuss laws that affect HR.
- _____ 3. Discuss the importance of record keeping.
- _____ 4. Analyze HR issues.

16. Marketing and Sales

Module Test Score _____

_____ Module Rating (4, 3, 2)

- _____ 1. List and describe the areas of marketing and their functions.
- _____ 2. Develop a marketing plan for a small business.
- _____ 3. Discuss the main methods of promotion.
- _____ 4. Compare the marketing of a small business vs. large chain.

17. Accounting

Module Test Score _____

_____ Module Rating (4, 3, 2)

- _____ 1. Discuss the main accounting functions.
- _____ 2. List the accounting departments and the role of each.
- _____ 3. Describe the skills needed for accounting positions.

18. Legal and Ethical Considerations

Module Test Score _____

_____ Module Rating (4, 3, 2)

- _____ 1. List and describe the laws that affect the hospitality business.
- _____ 2. Define and discuss liability.
- _____ 3. Define and discuss ethics.

19. Your Career in Hospitality

Module Test Score _____

_____ Module Rating (4, 3, 2)

- _____ 1. List the advantages and disadvantages of this career.
- _____ 2. Outline a day in the life of a specific position within the hospitality field.
- _____ 3. Draw a career ladder for a job within this field.
- _____ 4. Make a career plan for a specific position.

20. Skills for Success

Module Test Score _____

_____ Module Rating (4, 3, 2)

- _____ 1. Make a diagram of the career clusters.
- _____ 2. Discuss good communication skills.
- _____ 3. Fill out an application, write a resume.
- _____ 4. Discuss the on-the-job skills needed.
- _____ 5. Outline skills for advancement.

_____ Number of Skills Completed
87 Number of Skills on SPR
_____ % of Skills Completed

First Conference

Date: _____ Hours in class: _____

Comments: _____

Teacher initial: _____ Student initial: _____

Student Name: _____

CTE-952

TDCJ Number: _____

December 2012