

CTESTAR™ Course Assignment Cross-Walk by Task

Pathway

Business, Management, Marketing and Technology

Course

Food Services and Culinary Arts

Instructor

John Helmbreck

Number

2010-2011

Host School

Jackson Area Career Center

RATING SCALE:

4 = EXCEEDS CRITERIA AND/OR ABLE TO TEACH TASK

3 = ACCOMPLISHES TASK TO CRITERIA

2 = ACCOMPLISHES TASK WITH HELP

1 = EXPOSED TO THE TASK

N = NOT EXPOSED TO TASK

FOOD SERVICE/CULINARY ARTS

PRO START

BECOMING A FOODSERVICE PROFESSIONAL YEAR ONE

Introduction: Preparing for a Successful Career (Duplicated in Year Two)

01.01 Introduction: Preparing for a Successful Career (Duplicated in Year Two)

CR	Classroom Rules	1.00
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Unit One

01.02 Chapter 1: Successful Customer Relations

FofH VQ	Front of the House Video Notes Quiz	1.00
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CQ5	Corner Quiz 5	1.00
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FHQ	Front of the House Quiz	1.00
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01.03 Chapter 2: Preparing and Serving Safe Food

SS4	ServSafe 4	1.00
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SS5	ServSafe 5	1.00
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SS6	ServSafe 6	1.00
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SS7	ServSafe 7	1.00
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SS8	ServSafe 8	1.00
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SS9	ServSafe 9	1.00
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SS10	ServSafe 10	1.00
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SS11	ServSafe 11	1.00
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SS12	ServSafe 12	1.00
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CKQ	Cold Kitchen Quiz	1.00
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FHQ	Front of the House Quiz	1.00
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Summary	lab rotation (x 6)	6.00
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01.04 Chapter 3: Preventing Accidents and Injuries

CR	Classroom Rules	1.00
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GKS	General Kitchen Safety	1.00
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Summary	lab rotation (x 6)	6.00
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Unit Two

01.05 Chapter 4: Kitchen Basics

CR	Classroom Rules	1.00
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GKS	General Kitchen Safety	1.00
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UQ	Utility Quiz	1.00
Summary	lab rotation (x 6)	6.00
01.06 Chapter 5: Foodservice Equipment		
GKS	General Kitchen Safety	1.00
GKSQ	General Kitchen Safety Quiz	1.00
UQ	Utility Quiz	1.00
Summary	lab rotation (x 6)	6.00
01.07 Chapter 6: Nutrition		
CQ1	Corner Quiz 1	1.00
Summary	lab rotation (x 6)	6.00
Unit Three		
01.08 Chapter 7: Breakfast Foods and Sandwiches		
CQ1	Corner Quiz 1	1.00
HFQ	Hot Food Quiz	1.00
CKQ	Cold Kitchen Quiz	1.00
Summary	lab rotation (x 6)	6.00
01.09 Chapter 8: Working with People		
FHQ	Front of the House Quiz	1.00
Summary	Employability (x 28)	28.00
Summary	lab rotation (x 6)	6.00
01.10 Chapter 9: Salads and Garnishes		
ESV	Emulsion Sauces Video	1.00
CQ4	Corner Quiz 4	1.00
CKQ	Cold Kitchen Quiz	1.00
Summary	lab rotation (x 6)	6.00
Unit Four		
01.11 Chapter 10: Business Math		
RecCon math	Recipe Conversions	1.00
IC math	Inventory Concepts	1.00
IC2 math	Inventory Concepts2	1.00
CH math	Cash Handling	1.00
01.12 Chapter 11: Fruits and Vegetables		
CQ4	Corner Quiz 4	1.00
CKQ	Cold Kitchen Quiz	1.00
Summary	lab rotation (x 6)	6.00
01.13 Chapter 12: Controlling Foodservice Costs		
RecCon math	Recipe Conversions	1.00
IC math	Inventory Concepts	1.00
IC2 math	Inventory Concepts2	1.00
CH math	Cash Handling	1.00
Summary	lab rotation (x 6)	6.00

BECOMING A FOODSERVICE PROFESSIONAL YEAR TWO

Introduction: Preparing for a Successful Career (Duplicate of Year One)

02.01 Introduction: Preparing for a Successful Career (Duplicate of Year One)		
Summary	Employability (x 28)	28.00
Unit One		
02.02 Chapter 1: The History of Food Service		
HDN tour	Hot Dog Notes	1.00
02.03 Chapter 2: Potatoes and Grains		
HFQ	Hot Food Quiz	1.00
Summary	lab rotation (x 6)	6.00

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02.04 Chapter 3: The Lodging Industry

HDN tour	Hot Dog Notes	1.00
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Unit Two

02.05 Chapter 4: The Art of Service

FHQ	Front of the House Quiz	1.00
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02.06 Chapter 5: Desserts and Baked Goods

PQ	Pastry Quiz	1.00
Summary	lab rotation (x 6)	6.00

02.07 Chapter 6: Marketing and the Menu

RCD	Restaurant Concept Development	1.00
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Unit Three

02.08 Chapter 7: Purchasing and Inventory Control

SS6	ServSafe 6	1.00
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02.09 Chapter 8: Meat, Poultry, and Seafood

HFQ	Hot Food Quiz	1.00
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02.10 Chapter 9: Standard Accounting Practices

IC2 math	Inventory Concepts2	1.00
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Unit Four

02.11 Chapter 10: Stocks, Soups, and Sauces

HFQ	Hot Food Quiz	1.00
Summary	lab rotation (x 6)	6.00

02.12 Chapter 11: Tourism and the Retail Industry

HDN tour	Hot Dog Notes	1.00
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02.13 Chapter 12: Communicating with Customers

Summary	lab rotation (x 6)	6.00
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SERVSAFE

UNIT 1 THE SANITATION CHALLENGE

Section 1 Providing Safe Food

03.01 The Dangers of Foodborne Illness

SSSQ	ServSafe Starters Quiz	1.00
SSSF	ServSafe Starters Final	1.00

03.02 Preventing Foodborne Illness

SSSQ	ServSafe Starters Quiz	1.00
SSSF	ServSafe Starters Final	1.00

03.03 How Food Becomes Unsafe

SSSQ	ServSafe Starters Quiz	1.00
SSSF	ServSafe Starters Final	1.00

03.04 The Keys to Food Safety

GKSQ	General Kitchen Safety Quiz	1.00
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Section 2 The Microworld

03.05 Microbial Contaminants

SSSQ	ServSafe Starters Quiz	1.00
SSSF	ServSafe Starters Final	1.00
GKSQ	General Kitchen Safety Quiz	1.00

03.06 Classifying Foodborne Illnesses

SSSQ	ServSafe Starters Quiz	1.00
SSSF	ServSafe Starters Final	1.00

03.07 Bacteria

SSSQ	ServSafe Starters Quiz	1.00
SSSF	ServSafe Starters Final	1.00

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	BNQ	Board Notes Quiz	1.00
03.08 Viruses			
	SSSQ	ServSafe Starters Quiz	1.00
	SSSF	ServSafe Starters Final	1.00
	BNQ	Board Notes Quiz	1.00
03.09 Parasites			
	SSSQ	ServSafe Starters Quiz	1.00
	SSSF	ServSafe Starters Final	1.00
03.10 Fungi			
	SSSQ	ServSafe Starters Quiz	1.00
	SSSF	ServSafe Starters Final	1.00
Section 3 Contamination, Food Allergens, and Foodborne Illness			
03.11 Biological Contamination			
	SSSQ	ServSafe Starters Quiz	1.00
	SSSF	ServSafe Starters Final	1.00
03.12 Chemical Contamination			
	GKS	General Kitchen Safety	1.00
	SSSQ	ServSafe Starters Quiz	1.00
	SSSF	ServSafe Starters Final	1.00
	GKSQ	General Kitchen Safety Quiz	1.00
03.13 Physical Contamination			
	GKS	General Kitchen Safety	1.00
	SSSQ	ServSafe Starters Quiz	1.00
	SSSF	ServSafe Starters Final	1.00
	GKSQ	General Kitchen Safety Quiz	1.00
03.14 The Deliberate Contamination of Food			
	GKS	General Kitchen Safety	1.00
	GKSQ	General Kitchen Safety Quiz	1.00
03.15 Food Allergens			
	GKS	General Kitchen Safety	1.00
	SSSF	ServSafe Starters Final	1.00
	GKSQ	General Kitchen Safety Quiz	1.00
Section 4 The Safe Food Handler			
03.16 How Foodhandlers Can Contaminate Food			
	SSSQ	ServSafe Starters Quiz	1.00
	SSSF	ServSafe Starters Final	1.00
	SS4	ServSafe 4	1.00
03.17 Diseases Not Transmitted through Food			
	SS4	ServSafe 4	1.00
03.18 Components of a Good Personal Hygiene Program			
	SSSQ	ServSafe Starters Quiz	1.00
	SSSF	ServSafe Starters Final	1.00
	BNQ	Board Notes Quiz	1.00
	SS4	ServSafe 4	1.00
03.19 Management's Role in a Personal Hygiene Program			
	SS4	ServSafe 4	1.00

UNIT 2 THE FLOW OF FOOD THROUGH THE OPERATION

Section 5 The Flow of Food: An Introduction

04.01 Preventing Cross-Contamination

	SSSQ	ServSafe Starters Quiz	1.00
	SSSF	ServSafe Starters Final	1.00

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BNQ	Board Notes Quiz	1.00
SS5	ServSafe 5	1.00
CKQ	Cold Kitchen Quiz	1.00
Summary	lab rotation (x 6)	6.00
04.02 Time and Temperature Control		
SSSQ	ServSafe Starters Quiz	1.00
SSSF	ServSafe Starters Final	1.00
BNQ	Board Notes Quiz	1.00
SS5	ServSafe 5	1.00
Summary	lab rotation (x 6)	6.00
04.03 Monitoring Time and Temperature		
SSSQ	ServSafe Starters Quiz	1.00
SSSF	ServSafe Starters Final	1.00
SS5	ServSafe 5	1.00
Summary	lab rotation (x 6)	6.00
Section 6 The Flow of Food: Purchasing and Receiving		
04.04 General Purchasing and Receiving Principles		
SS6	ServSafe 6	1.00
04.05 Receiving and Inspecting Food		
SS6	ServSafe 6	1.00
Section 7 The Flow of Food: Storage		
04.06 General Storage Guidelines		
SSSQ	ServSafe Starters Quiz	1.00
SSSF	ServSafe Starters Final	1.00
SS6	ServSafe 6	1.00
Summary	lab rotation (x 6)	6.00
04.07 Refrigerated Storage		
SSSQ	ServSafe Starters Quiz	1.00
SSSF	ServSafe Starters Final	1.00
SS6	ServSafe 6	1.00
Summary	lab rotation (x 6)	6.00
04.08 Frozen Storage		
SSSQ	ServSafe Starters Quiz	1.00
SSSF	ServSafe Starters Final	1.00
SS6	ServSafe 6	1.00
Summary	lab rotation (x 6)	6.00
04.09 Dry Storage		
SSSQ	ServSafe Starters Quiz	1.00
SSSF	ServSafe Starters Final	1.00
SS6	ServSafe 6	1.00
Summary	lab rotation (x 6)	6.00
04.10 Storing Specific Food		
SSSQ	ServSafe Starters Quiz	1.00
SS6	ServSafe 6	1.00
Summary	lab rotation (x 6)	6.00
Section 8 The Flow of Food: Preparation		
04.11 Thawing Food Properly		
SSSQ	ServSafe Starters Quiz	1.00
SSSF	ServSafe Starters Final	1.00
SS6	ServSafe 6	1.00
Summary	lab rotation (x 6)	6.00
04.12 Preparing Specific Food		

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SS7	ServSafe 7	1.00
Summary	lab rotation (x 6)	6.00
04.13 Cooking Food		
SSSQ	ServSafe Starters Quiz	1.00
SSSF	ServSafe Starters Final	1.00
SS7	ServSafe 7	1.00
Summary	lab rotation (x 6)	6.00
04.14 Storing Cooked Food		
SSSQ	ServSafe Starters Quiz	1.00
SSSF	ServSafe Starters Final	1.00
SS7	ServSafe 7	1.00
Summary	lab rotation (x 6)	6.00
04.15 Reheating Food		
SSSQ	ServSafe Starters Quiz	1.00
SSSF	ServSafe Starters Final	1.00
SS7	ServSafe 7	1.00
Summary	lab rotation (x 6)	6.00
Section 9 The Flow of Food: Service		
04.16 General Rules for Holding Food		
SS8	ServSafe 8	1.00
Summary	lab rotation (x 6)	6.00
04.17 Serving Food Safely		
SSSQ	ServSafe Starters Quiz	1.00
SSSF	ServSafe Starters Final	1.00
SS8	ServSafe 8	1.00
Summary	lab rotation (x 6)	6.00
04.18 Off-Site Service		
SS8	ServSafe 8	1.00
Section 10 Food Safety Management Systems		
04.19 Prerequisite Food Safety Programs		
SS9	ServSafe 9	1.00
04.20 Active Managerial Control		
SS9	ServSafe 9	1.00
04.21 Hazard Analysis Critical Control Point (HACCP)		
SS9	ServSafe 9	1.00
04.22 Crisis Management		
SS9	ServSafe 9	1.00

UNIT 3 SANITARY FACILITIES AND PEST MANAGEMENT

Section 11 Sanitary Facilities and Pest Management

05.01 Sanitary Facilities and Equipment		
SS10	ServSafe 10	1.00
05.02 Designing a Sanitary Establishment		
SS10	ServSafe 10	1.00
05.03 Materials for Interior Construction		
SS10	ServSafe 10	1.00
05.04 Considerations for Specific Areas of the Facility		
SS10	ServSafe 10	1.00
05.05 Sanitation Standards for Equipment		
SS10	ServSafe 10	1.00
05.06 Installing and Maintaining Kitchen Equipment		

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SS10	ServSafe 10	1.00
Summary	lab rotation (x 6)	6.00
05.07 Utilities		
SS10	ServSafe 10	1.00
05.08 Cleaning and Sanitizing		
SSSQ	ServSafe Starters Quiz	1.00
SSSF	ServSafe Starters Final	1.00
SS11	ServSafe 11	1.00
Summary	lab rotation (x 6)	6.00
05.09 Cleaning Agents		
SSSQ	ServSafe Starters Quiz	1.00
SSSF	ServSafe Starters Final	1.00
SS11	ServSafe 11	1.00
MSDS	Material Safety Data Sheets	1.00
05.10 Sanitizing		
SSSF	ServSafe Starters Final	1.00
SS11	ServSafe 11	1.00
MSDS	Material Safety Data Sheets	1.00
Summary	lab rotation (x 6)	6.00
05.11 Machine Dishwashing		
SS11	ServSafe 11	1.00
Summary	lab rotation (x 6)	6.00
05.12 Cleaning and Sanitizing in a Three-Compartment Sink		
SSSQ	ServSafe Starters Quiz	1.00
SSSF	ServSafe Starters Final	1.00
SS11	ServSafe 11	1.00
Summary	lab rotation (x 6)	6.00
05.13 Cleaning and Sanitizing Equipment		
SSSQ	ServSafe Starters Quiz	1.00
SSSF	ServSafe Starters Final	1.00
SS11	ServSafe 11	1.00
Summary	lab rotation (x 6)	6.00
05.14 Cleaning and Sanitizing the Premises		
SS11	ServSafe 11	1.00
Summary	lab rotation (x 6)	6.00
05.15 Tools for Cleaning		
SS11	ServSafe 11	1.00
Summary	lab rotation (x 6)	6.00
05.16 Storing Utensils, Tableware, and Equipment		
SS11	ServSafe 11	1.00
Summary	lab rotation (x 6)	6.00
05.17 Using Hazardous Materials		
SS11	ServSafe 11	1.00
MSDS	Material Safety Data Sheets	1.00
05.18 Developing a Cleaning Program		
SS11	ServSafe 11	1.00
05.19 Integrated Pest Management (IPM)		
SS12	ServSafe 12	1.00
05.20 The Integrated Pest Mngement (IPM) Program		
SS12	ServSafe 12	1.00
05.21 Denying Pests Access to the Establishment		
SSSQ	ServSafe Starters Quiz	1.00

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SSSF	ServSafe Starters Final	1.00
SS12	ServSafe 12	1.00
05.22 Denying Pests Food and Shelter		
SSSQ	ServSafe Starters Quiz	1.00
SSSF	ServSafe Starters Final	1.00
SS12	ServSafe 12	1.00
Summary	lab rotation (x 6)	6.00
05.23 Identifying Pests		
SSSQ	ServSafe Starters Quiz	1.00
SSSF	ServSafe Starters Final	1.00
SS12	ServSafe 12	1.00
05.24 Working with a Pest Control Operator (PCO)		
SS12	ServSafe 12	1.00
05.25 Using and Storing Pesticides		
SS12	ServSafe 12	1.00
Section 12 Food Safety Regulation and Standards		
05.26 Government Regulatory System for Food		
SSE	ServSafe Exam	1.00
05.27 The FDA Food Code		
SSE	ServSafe Exam	1.00
05.28 The Inspection Process		
SSE	ServSafe Exam	1.00
05.29 Self Inspection		
SSE	ServSafe Exam	1.00
Section 13 Employee Food Safety Training		
05.30 Initial and Ongoing Employee Training		
SSE	ServSafe Exam	1.00
05.31 Delivering Training		
SSE	ServSafe Exam	1.00
05.32 Training Follow Up		
SSE	ServSafe Exam	1.00
05.33 Food Safety Certification		
SSE	ServSafe Exam	1.00

CLUSTER PATHWAY SKILLS

ETHICS AND LEGAL RESPONSIBILITIES

Examine and review ethical and legal responsibilities as they relate to guests, employees and conduct within the establishment to maintain high industry standards.

06.01 Examine all comments and suggestions from the customer service area to formulate improvements and ensure guests satisfaction.		
FofH VQ	Front of the House Video Notes Quiz	1.00
06.02 Achieve an awareness of applicable legal policies to comply with laws regarding hiring, harassment and safety issues.		
SSE	ServSafe Exam	1.00
06.03 Interpret ethical and legal guidelines relating to job performance to solve legal or ethical issues.		
Summary	Employability (x 28)	28.00

SAFETY, HEALTH, AND ENVIRONMENTAL

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Review all safety & sanitation procedures applicable to the work area & supervise staff in proper sanitation behavior.

07.01	Examine sanitation (SAFETY) procedures to ensure facility is in compliance with health codes.	
	GKS	General Kitchen Safety
		1.00
07.02	Examine sanitation procedures to ensure facility is in compliance with health codes.	
	GKSQ	General Kitchen Safety Quiz
		1.00

SYSTEMS

Examine the company's standard operating procedures to determine the criteria for food preparation.

08.01	Implement set of Operating Procedures to comply with company requirements.	
	Summary	lab rotation (x 6)
		6.00
08.02	Evaluate prepared foods for quality and presentation to set quality standards in accordance with company requirements.	
	Summary	lab rotation (x 6)
		6.00
08.03	Use basic food knowledge to prepare nutritional, quality foods.	
	Summary	lab rotation (x 6)
		6.00
08.04	Evaluate types of kitchen equipment to match equipment with correct cooking methodology.	
	Summary	lab rotation (x 6)
		6.00
08.05	Use points and various types of service to provide customer service in accordance with company policy.	
	Summary	lab rotation (x 5)
		5.00

ACADEMIC FOUNDATIONS

Manage and use basic reading, writing, and mathematical skills for food production and guest services to provide a positive guest experience.

09.01	Apply mathematical, reading, and writing skills to correctly deliver food products and guest service.	
	Portfolios1 eng	Portfolios 1
		1.00
	J english	Journal
		1.00
	MNS english	Must, Need, Should
		1.00
	NT english	Note Taking
		1.00
	Portfolios2 eng	Portfolios 2
		1.00
	WPL	Writing a Prep List
		1.00
	PQ	Pastry Quiz
		1.00
	Study and synthesize information from ethnic and geographical studies to apply to customer service.	
09.02	Retrieve vital facts and statistics to correctly utilize information in a service environment.	
	Portfolios1 eng	Portfolios 1
		1.00
	J english	Journal
		1.00
	MNS english	Must, Need, Should
		1.00
	NT english	Note Taking
		1.00
	Portfolios2 eng	Portfolios 2
		1.00
	WPL	Writing a Prep List
		1.00

COMMUNICATIONS

Integrate listening, writing, and speaking skills to enhance operations and guest satisfaction.

10.01	Use verbal and nonverbal communications to provide a positive experience for guests and employees.	
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Portfolios1 eng	Portfolios 1	1.00
J english	Journal	1.00
MNS english	Must, Need, Should	1.00
NT english	Note Taking	1.00
Portfolios2 eng	Portfolios 2	1.00
FHQ	Front of the House Quiz	1.00

10.02 Recognize and respond to guest's needs and nonverbal cues to provide quality service.

FHQ	Front of the House Quiz	1.00
Summary	lab rotation (x 6)	6.00

LEADERSHIP AND TEAMWORK

Review managerial skills required to make staffing decisions while following industry standards.

11.01 Model leadership and teamwork qualities to aid in employee retention and create a pleasant working atmosphere for staff members.

Summary	Employability (x 28)	28.00
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11.02 Formulate staff development plans to create an effective working team.

MNS english	Must, Need, Should	1.00
ST	Staff Training	1.00

11.03 Review industry standards in human relations policies and procedures to ensure all necessary information is included in orientation for new employees.

Summary	Employability (x 28)	28.00
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PROBLEM SOLVING AND CRITICAL THINKING

Research costs, pricing, and market demands to manage profitability and implement effective marketing strategies.

12.01 Interpret calculations of food, labor, and pricing to ensure profitability.

RecCon math	Recipe Conversions	1.00
IC math	Inventory Concepts	1.00
IC2 math	Inventory Concepts2	1.00
CH math	Cash Handling	1.00
FHQ	Front of the House Quiz	1.00

12.02 Examine market and alternative ways of marketing to develop a promotional package.

HDN tour	Hot Dog Notes	1.00
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12.03 Anticipate future needs to plan accordingly.

RecCon math	Recipe Conversions	1.00
IC math	Inventory Concepts	1.00
Portfolios1 eng	Portfolios 1	1.00
IC2 math	Inventory Concepts2	1.00
J english	Journal	1.00
MNS english	Must, Need, Should	1.00
CH math	Cash Handling	1.00
NT english	Note Taking	1.00
Portfolios2 eng	Portfolios 2	1.00

Manage unexpected situations to ensure continuity of quality service.

12.04 Identify the problem, possible solutions, and decide on a course of action to resolve unexpected situations.

RecCon math	Recipe Conversions	1.00
IC math	Inventory Concepts	1.00
IC2 math	Inventory Concepts2	1.00
CH math	Cash Handling	1.00

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Summary	Employability (x 28)	28.00
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INFORMATION TECHNOLOGY

Examine types of computerized systems used to manage food service operations and guest service.

13.01 Identify ways computers and software are used to provide guest and food services.

RCD	Restaurant Concept Development	1.00
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Research & evaluate technical resources for food services & bar operations to update or enhance industry standards.

13.02 Use software applications to manage different aspects of food service operations.

RCD	Restaurant Concept Development	1.00
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13.03 Retrieve website information to use in menu planning, recipes, and for product information.

Portfolios1 eng	Portfolios 1	1.00
J english	Journal	1.00
MNS english	Must, Need, Should	1.00
NT english	Note Taking	1.00
Portfolios2 eng	Portfolios 2	1.00
Summary	lab rotation (x 6)	6.00

TECHNICAL SKILLS

Examine the company's standard operating procedures related to food and beverage production & guest service to measure effectiveness.

14.01 Implement set of Operating Procedures to comply with company requirements.

Summary	lab rotation (x 6)	6.00
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14.02 Evaluate prepared foods for quality and presentation to set quality standards in accordance with company requirements.

Summary	lab rotation (x 6)	6.00
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14.03 Use basic food knowledge to prepare nutritional, quality foods.

Summary	lab rotation (x 6)	6.00
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14.04 Evaluate types of kitchen equipment to match equipment with correct cooking methodology.

Summary	lab rotation (x 6)	6.00
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14.05 Use appropriate types of food service to provide customer service according to set standards.

Summary	lab rotation (x 6)	6.00
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EMPLOYABILITY AND CAREER DEVELOPMENT

Research and review career options and qualifications in the restaurant and food service industry.

15.01 Summarize steps needed to obtain a job in the restaurant and food service industry.

Portfolios1 eng	Portfolios 1	1.00
J english	Journal	1.00
MNS english	Must, Need, Should	1.00
NT english	Note Taking	1.00
Portfolios2 eng	Portfolios 2	1.00
Summary	Employability (x 28)	28.00

15.02 Summarize steps needed to retain a job in the restaurant and food service industry.

Portfolios1 eng	Portfolios 1	1.00
J english	Journal	1.00
MNS english	Must, Need, Should	1.00
NT english	Note Taking	1.00

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Portfolios2 eng	Portfolios 2	1.00
Summary	Employability (x 28)	28.00
15.03 Examine jobs available within the various types of restaurants and food service operations to assess career opportunities.		
Portfolios1 eng	Portfolios 1	1.00
J english	Journal	1.00
MNS english	Must, Need, Should	1.00
NT english	Note Taking	1.00
Portfolios2 eng	Portfolios 2	1.00
15.04 Examine various industry sectors such as independent vs. chain operations to differentiate careers in each type of operation.		
HDN tour	Hot Dog Notes	1.00

CLUSTER FOUNDATION SKILLS

01 ACADEMIC FOUNDATIONS

Study and use basic academic skills to perform effectively in the workplace.

16.01 Apply mathematical, reading and writing skills necessary to perform job tasks in the hospitality & tourism industry.		
RecCon math	Recipe Conversions	1.00
IC math	Inventory Concepts	1.00
Portfolios1 eng	Portfolios 1	1.00
IC2 math	Inventory Concepts2	1.00
J english	Journal	1.00
MNS english	Must, Need, Should	1.00
CH math	Cash Handling	1.00
NT english	Note Taking	1.00
Portfolios2 eng	Portfolios 2	1.00
WPL	Writing a Prep List	1.00
FHQ	Front of the House Quiz	1.00
Summary	lab rotation (x 6)	6.00
<i>Study the elements of marketing techniques used in various types of hospitality & tourism establishments to gain familiarity with all venues.</i>		
16.02 Achieve a familiarity with marketing techniques used in the hospitality & tourism industry to sell a product or service.		
FHQ	Front of the House Quiz	1.00
<i>Study and synthesize information from cultural diversity and geographical studies to appreciate their importance in developing product and services.</i>		
16.03 Identify the components of cultural diversity and geographical studies to appreciate their importance in developing product and services.		
HDN tour	Hot Dog Notes	1.00
16.04 Identify the elements of geography that affect the hospitality & tourism industry to aid in customer service.		
HDN tour	Hot Dog Notes	1.00
<i>Study and synthesize the effects of the economy on the hospitality & tourism industry to apply appropriate strategies in developing products or services.</i>		
16.05 Summarize how to use the "state of the economy" to plan products and service.		
HDN tour	Hot Dog Notes	1.00
<i>Study the elements of management styles used in various types of hospitality & tourism establishments to gain familiarity with all venues.</i>		
16.06 Examine management styles of different organizational structures to learn best practices for each style.		
HDN tour	Hot Dog Notes	1.00

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COMMUNICATIONS

Use good oral and written communication skills to create, express and interpret information.

17.01 Apply active listening skills in obtaining and clarifying information.

Portfolios1 eng	Portfolios 1	1.00
J english	Journal	1.00
MNS english	Must, Need, Should	1.00
NT english	Note Taking	1.00
Portfolios2 eng	Portfolios 2	1.00
Summary	Employability (x 28)	28.00
Summary	lab rotation (x 6)	6.00

17.02 Respond with restatement and clarification techniques to clarify information.

Summary	Employability (x 28)	28.00
Summary	lab rotation (x 6)	6.00

Interpret verbal and nonverbal behaviors to enhance communication with co-workers and customers/guests.

17.03 Interpret verbal and nonverbal behaviors to enhance communication with co-workers and customers/guests.

Summary	Employability (x 28)	28.00
Summary	lab rotation (x 6)	6.00

17.04 Interpret nonverbal behaviors to enhance communication.

Summary	Employability (x 28)	28.00
Summary	lab rotation (x 6)	6.00

Design all communications to exhibit professionalism in attitude, initiative, respect to others, and commitment.

17.05 Apply proper etiquette in all customer contacts.

Summary	lab rotation (x 6)	6.00
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17.06 Utilize tactful phraseology and communication to dispel misunderstandings or difficult situations.

Summary	Employability (x 28)	28.00
Summary	lab rotation (x 6)	6.00

Comprehend and use reading strategies to learn meaning, technical concepts, vocabulary, and follow directions.

17.07 Use purpose as a context to select reading strategies and read text.

Portfolios1 eng	Portfolios 1	1.00
J english	Journal	1.00
MNS english	Must, Need, Should	1.00
NT english	Note Taking	1.00
Portfolios2 eng	Portfolios 2	1.00

17.08 Analyze information read to learn meaning, technical concepts, vocabulary, and follow directions.

Portfolios1 eng	Portfolios 1	1.00
J english	Journal	1.00
MNS english	Must, Need, Should	1.00
NT english	Note Taking	1.00
Portfolios2 eng	Portfolios 2	1.00
WPL	Writing a Prep List	1.00
Summary	Employability (x 28)	28.00

17.09 Interpret, transcribe and communicate information, data, and observations to apply information learned from reading to actual practice.

Portfolios1 eng	Portfolios 1	1.00
J english	Journal	1.00

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MNS english	Must, Need, Should	1.00
NT english	Note Taking	1.00
Portfolios2 eng	Portfolios 2	1.00
WPL	Writing a Prep List	1.00
Summary	Employability (x 28)	28.00

Use correct grammar, punctuation and terminology to write and edit documents.

17.10 Use computer skills to design and develop written materials and supporting visual aids.

Portfolios1 eng	Portfolios 1	1.00
J english	Journal	1.00
MNS english	Must, Need, Should	1.00
NT english	Note Taking	1.00
Portfolios2 eng	Portfolios 2	1.00

Interpret and use tables, charts and figures to support written and oral communication.

17.11 Develop tables, charts and figures to support written and oral communication.

Portfolios1 eng	Portfolios 1	1.00
J english	Journal	1.00
MNS english	Must, Need, Should	1.00
NT english	Note Taking	1.00
Portfolios2 eng	Portfolios 2	1.00

PROBLEM SOLVING AND CRITICAL THINKING SKILLS

Examine all comments & suggestions from the customer service area to formulate improvements in service/products & training of staff.

18.01 Use customer comments to guide customer satisfaction policies.

Portfolios1 eng	Portfolios 1	1.00
J english	Journal	1.00
MNS english	Must, Need, Should	1.00
NT english	Note Taking	1.00
Portfolios2 eng	Portfolios 2	1.00
Summary	lab rotation (x 6)	6.00

Identify and use common tasks that require employees to problem-solve on the job.

18.02 Use critical thinking skills to solve problems.

Summary	lab rotation (x 6)	6.00
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SYSTEMS

Understand roles within teams, work units, departments, organizations, interorganizational systems and the larger environment to identify the effect of systems on the quality of the product or service.

19.01 Research appropriate sources to trace the development of the hospitality and tourism industry and learn the overall structure.

HDN tour	Hot Dog Notes	1.00
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19.02 Use organizational charts to analyze the workplace operations.

Summary	lab rotation (x 5)	5.00
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Manage and improve organizational systems to better serve customers.

19.03 Develop plans to improve organizational performance including customer satisfaction and service/operations performance.

Summary	lab rotation (x 5)	5.00
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SAFETY, HEALTH AND ENVIRONMENT

Review all safety and sanitation procedures applicable to the work area to ensure a safe and healthy work environment for all individuals.

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20.01 Examine overall safety procedures to maintain a safe work area.

GKS	General Kitchen Safety	1.00
Summary	Employability (x 28)	28.00
Summary	lab rotation (x 6)	6.00

20.02 Examine sanitation procedures to ensure facility is in compliance with health codes.

Summary	Employability (x 28)	28.00
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20.03 Practice personal safety while at the work site & on work related assignments to avoid injuries or accidents.

Summary	Employability (x 28)	28.00
Summary	lab rotation (x 6)	6.00

Analyze life choices related to nutrition, stress, and exercise to measure their affect on performance in the career pathways within hospitality and tourism.

20.04 Examine the pursuit of personal life style choices to prepare for careers in the hospitality and tourism industry.

Summary	lab rotation (x 5)	5.00
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Analyze work related chemicals and hazardous materials to prevent health related problems that may result from exposure to these elements.

20.05 Follow industry standards to comply with safety policies and procedures.

GKS	General Kitchen Safety	1.00
Summary	Employability (x 28)	28.00
Summary	lab rotation (x 6)	6.00

20.06 Outline resources to utilize in various emergency situations for self, co-workers, and customers/guests.

SS11	ServSafe 11	1.00
MSDS	Material Safety Data Sheets	1.00

LEADERSHIP AND TEAMWORK

Employ leadership and teamwork skills to facilitate workflow.

21.01 Develop group-working relationships to improve the work environment.

Summary	Employability (x 28)	28.00
Summary	lab rotation (x 6)	6.00

21.02 Observe outstanding leaders to identify effective management styles.

Summary	lab rotation (x 5)	5.00
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Lead others in tasks and activities to benefit the organization as a whole.

21.03 Use leadership skills to create motivation for change.

Summary	lab rotation (x 5)	5.00
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21.04 Model leadership and teamwork qualities to aid in employee morale.

Summary	lab rotation (x 6)	6.00
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Establish and maintain effective working relationships with all levels of personnel and other departments to provide effective services to the guest/customer.

21.05 Use interpersonal skills to build effective working relationships.

Summary	Employability (x 28)	28.00
Summary	lab rotation (x 6)	6.00

Resolve conflicts to satisfy staff, guests/customers and others.

21.06 Use conflict-management skills to facilitate solutions.

Summary	Employability (x 28)	28.00
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ETHICS AND LEGAL RESPONSIBILITY

Examine and review ethical and legal responsibilities as they relate to guests/customers and employee conduct within the establishment to maintain high industry standards.

22.01 Develop an awareness of applicable legal policies to comply with laws regarding hiring, harassment and safety issues.

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SSE	ServSafe Exam	1.00
<i>Show regard for ethics, values, and principles to deal fairly with others.</i>		
22.02	Respect others at all times to express personal ethical values.	
Summary	Employability (x 28)	28.00
Summary	lab rotation (x 6)	6.00
<i>Examine professional and workplace ethics and legal responsibilities to provide guidelines for conduct.</i>		
22.03	Demonstrate awareness of responsibilities for different positions within the organization.	
Summary	lab rotation (x 6)	6.00

EMPLOYABILITY AND CAREER DEVELOPMENT

Research and review career options and qualifications to explore careers in the hospitality and tourism industry.

23.01	Examine the numerous career paths within hospitality and tourism to discover personal preferences.	
Portfolios1 eng	Portfolios 1	1.00
J english	Journal	1.00
MNS english	Must, Need, Should	1.00
NT english	Note Taking	1.00
Portfolios2 eng	Portfolios 2	1.00
23.02	Study entry-level, skilled level and supervisory positions to gain an awareness of qualifications and skills needed for different levels of employment.	
Portfolios1 eng	Portfolios 1	1.00
J english	Journal	1.00
MNS english	Must, Need, Should	1.00
NT english	Note Taking	1.00
Portfolios2 eng	Portfolios 2	1.00
Summary	lab rotation (x 6)	6.00
<i>Learn steps necessary to seek, apply for, attain and retain employment.</i>		
23.03	Seek, and apply for employment to begin career objectives.	
Portfolios1 eng	Portfolios 1	1.00
Portfolios2 eng	Portfolios 2	1.00
23.04	Summarize steps necessary to retain a job in the industry.	
Summary	Employability (x 28)	28.00
23.05	Identify positive work behaviors and personal qualities to retain employment.	
CR	Classroom Rules	1.00
Summary	Employability (x 28)	28.00
Summary	lab rotation (x 6)	6.00
<i>Understand advancement procedures and the promotional work ladder within the industry to plan career objectives.</i>		
23.06	Determine the chain of command for a particular industry to evaluate personal skills and potential.	
CR	Classroom Rules	1.00
Summary	Employability (x 28)	28.00
Summary	lab rotation (x 6)	6.00
23.07	Explain what projects need to be accomplished or skills required to achieve a promotion.	
Summary	Employability (x 28)	28.00

TECHNICAL SKILLS

Examine the customer service skills required to be successful in the hospitality and tourism industry.

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24.01 Apply customer service skills to ensure guest satisfaction.

Summary	lab rotation (x 6)	6.00
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Utilize different types of payment options to facilitate customer payments for services.

24.02 Handle different types of payments to accommodate the guest/customer.

RecCon math	Recipe Conversions	1.00
IC math	Inventory Concepts	1.00
IC2 math	Inventory Concepts2	1.00
CH math	Cash Handling	1.00

SECTION # 1 CAREER & EMPLOYABILITY SKILLS

APPLIED ACADEMIC SKILLS

25.01 Mathematics

RecCon math	Recipe Conversions	1.00
IC math	Inventory Concepts	1.00
IC2 math	Inventory Concepts2	1.00
CH math	Cash Handling	1.00
Summary	lab rotation (x 6)	6.00

CAREER PLANNING

26.01 Organize career information and labor market trends from a variety of sources.

Portfolios1 eng	Portfolios 1	1.00
Portfolios2 eng	Portfolios 2	1.00

26.02 Explain the advantages and disadvantages of working for self, others, being an employee of a large or small organization.

HDN tour	Hot Dog Notes	1.00
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26.03 Analyze information & preferences from work-based opportunity.

Summary	lab rotation (x 5)	5.00
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26.04 Interpret information from a variety of career assessments to identify career interests and abilities.

Portfolios1 eng	Portfolios 1	1.00
J english	Journal	1.00
MNS english	Must, Need, Should	1.00
NT english	Note Taking	1.00
Portfolios2 eng	Portfolios 2	1.00
Summary	lab rotation (x 5)	5.00

26.05 Apply a decision-making model and use career assessment information to choose a career pathway.

Portfolios1 eng	Portfolios 1	1.00
Portfolios2 eng	Portfolios 2	1.00

26.06 Annually review EDP and include plan for continuing education.

Portfolios1 eng	Portfolios 1	1.00
Portfolios2 eng	Portfolios 2	1.00

DEVELOPING AND PRESENTING INFORMATION

27.01 Gather, interpret, analyze, and refine data.

Portfolios1 eng	Portfolios 1	1.00
J english	Journal	1.00
MNS english	Must, Need, Should	1.00
NT english	Note Taking	1.00
Portfolios2 eng	Portfolios 2	1.00

27.02 Analyze and synthesize information and data from multiple sources.

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Portfolios1 eng	Portfolios 1	1.00
J english	Journal	1.00
MNS english	Must, Need, Should	1.00
NT english	Note Taking	1.00
Portfolios2 eng	Portfolios 2	1.00
27.03 Plan and transform ideas and requirements into a concept, service, or product.		
Portfolios1 eng	Portfolios 1	1.00
J english	Journal	1.00
MNS english	Must, Need, Should	1.00
NT english	Note Taking	1.00
Portfolios2 eng	Portfolios 2	1.00
27.04 Assess the quality of the concept, service, or product using a predetermined standard.		
Summary	lab rotation (x 5)	5.00
27.05 Develop a plan to market a new product, service, or concept which includes identifying of customers, a graphic presentation, product requirements, and costs.		
RCD	Restaurant Concept Development	1.00
27.06 Practice and demonstrate presentation skills using a variety of media and interpretive data.		
RCD	Restaurant Concept Development	1.00

PROBLEM SOLVING

28.01 Apply a problem solving model to a workplace situation that involves setting goals, implementing and evaluating results.

Summary	Employability (x 28)	28.00
Summary	lab rotation (x 6)	6.00

28.02 Identify typical problems that occur in a workplace and use a problem solving model to devise solutions, compare alternatives to past solutions, and predict their success.

Summary	lab rotation (x 5)	5.00
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PERSONAL MANAGEMENT

29.01 Responsibility

CR	Classroom Rules	1.00
Emergency Infor	Emergency Information	1.00
Summary	Employability (x 28)	28.00
Summary	lab rotation (x 6)	6.00

29.02 Self-Management

CR	Classroom Rules	1.00
Emergency Infor	Emergency Information	1.00
Summary	Employability (x 28)	28.00
Summary	lab rotation (x 6)	6.00

29.03 Ethical Behavior

CR	Classroom Rules	1.00
Summary	Employability (x 28)	28.00
Summary	lab rotation (x 6)	6.00

29.04 Respect for Self and Others

Summary	Employability (x 28)	28.00
Summary	lab rotation (x 6)	6.00

ORGANIZING SKILLS

30.01 Time

Summary	lab rotation (x 6)	6.00
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30.02 Materials

Summary	lab rotation (x 6)	6.00
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30.03 Human Resources

Summary	Employability (x 28)	28.00
Summary	lab rotation (x 6)	6.00

TEAMWORK

31.01 Group Participation

Summary	Employability (x 28)	28.00
Summary	lab rotation (x 6)	6.00

31.02 Conflict Resolution

Summary	Employability (x 28)	28.00
Summary	lab rotation (x 6)	6.00

31.03 Diversity

Summary	Employability (x 28)	28.00
Summary	lab rotation (x 6)	6.00

31.04 Leadership

Summary	Employability (x 28)	28.00
Summary	lab rotation (x 6)	6.00

EMPLOYABILITY SKILLS

32.01 Continue the EDP process which includes an annual review with student and counselor and notification of parents.

Portfolios1 eng	Portfolios 1	1.00
Portfolios2 eng	Portfolios 2	1.00

32.02 Participate in work-based opportunities such as job-shadowing, mentorships, work experiences, etc.

Summary	lab rotation (x 6)	6.00
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32.03 Show ability to market oneself by preparing for and completing an interview process.

Summary	lab rotation (x 5)	5.00
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32.04 Accurately complete records/documents to support job applications (inquiry letters, resume, references, evaluations, follow-up letters).

Portfolios1 eng	Portfolios 1	1.00
J english	Journal	1.00
MNS english	Must, Need, Should	1.00
NT english	Note Taking	1.00
Portfolios2 eng	Portfolios 2	1.00

32.05 Use a portfolio, resume, record of attendance, certificates, and/or transcript as self-marketing tools to demonstrate interest and competence.

Portfolios1 eng	Portfolios 1	1.00
J english	Journal	1.00
MNS english	Must, Need, Should	1.00
NT english	Note Taking	1.00
Portfolios2 eng	Portfolios 2	1.00

32.06 Apply career and labor market information to seek and obtain employment and/or pursue educational goals.

Portfolios1 eng	Portfolios 1	1.00
Portfolios2 eng	Portfolios 2	1.00

32.07 Research availability of educational programs, financial requirements, and resource and complete an application process as appropriate for career goals.

Portfolios1 eng	Portfolios 1	1.00
Portfolios2 eng	Portfolios 2	1.00

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32.08 Understand the need for lifelong learning in a rapidly changing job market.

Portfolios1 eng	Portfolios 1	1.00
Portfolios2 eng	Portfolios 2	1.00