



## Scope & Sequence

<b>Course Name:</b> Principles of Hospitality and Tourism <b>PEIMS Code:</b> 13022200		<b>Course Credit:</b> 1 <b>Course Requirements:</b> This course is recommended for students in grades 9-12 <b>Prerequisites:</b> None
<b>Course Description:</b> Principles of Hospitality and Tourism introduces students to an industry that encompasses lodging, travel and tourism, recreation, amusements, attractions, and food/beverage operations. Students learn knowledge and skills focusing on communication, time management, and customer service that meet industry standards. Students will explore the history of the hospitality and tourism industry and examine characteristics needed for success in that industry.		
<b>NOTE:</b> This is a suggested scope and sequence for the course content. This content will work with any textbook or instructional materials. If locally adapted, make sure all TEKS are covered.		
<b>Total Number of Periods</b> <b>Total Number of Minutes</b> <b>Total Number of Hours</b>	175 Periods 7,875 Minutes 131.25 Hours*	*Schedule calculations based on 175/180 calendar days. For 0.5 credit courses, schedule is calculated out of 88/90 days. Scope and sequence allows additional time for guest speakers, student presentations, field trips, remediation, extended learning activities, etc.
<b>Unit Number, Title, and Brief Description</b>	<b># of Class Periods*</b> (assumes 45-minute periods) Total minutes per unit	<b>TEKS Covered</b> <b>130.252. (c) Knowledge and skills</b>
<b>Unit 1: Introduction to Hospitality and Tourism</b>  The hospitality and tourism industry maintains the largest national employment base in the private sector. Principles of	20 Periods 900 Minutes	9. The student explores the history of the hospitality and tourism industry. The student is expected to: (A) examine the varied operations required within the hospitality and tourism industry; (B) understand the job qualifications for various careers in the hospitality and tourism industry; and



<p>hospitality and tourism introduces students to an industry that encompasses lodging, travel and tourism, recreation, amusements, attractions, and food/beverage operations. During this unit, students will explore the history of the industry, as well as expand their knowledge about the varied operations and job qualifications for various careers within the hospitality and tourism industry.</p>		<p>(C) differentiate amongst lodging, travel and tourism, recreation amusements, attractions and resorts, and food and beverage service.</p>
<p><b>Unit 2: The Business of Hospitality and Tourism</b></p> <p>Throughout this unit, students will gain knowledge and skills that meet industry standards to function effectively in various positions within this multifaceted industry. Students will explore the professional standards gain a better understanding of the technical knowledge and skills required by the hospitality and tourism industry.</p>	<p>25 Periods 900 Minutes</p>	<p>1. The student demonstrates professional standards/employability skills as required by business and industry. The student is expected to:</p> <ul style="list-style-type: none"><li>(D) calculate accurate measurements, numerical concepts such as percentages, and estimations; and</li><li>(E) understand how scientific principles are used in the hospitality and tourism industry</li></ul> <p>10. The student demonstrates research skills applicable to the hospitality and tourism industry. The student is expected to:</p> <ul style="list-style-type: none"><li>(A) develop technical vocabulary of the hospitality and tourism industry;</li><li>(C) identify local and regional trends and issues in the hospitality and tourism</li></ul> <p>11. The student understands the importance of customer service. The student is expected to:</p> <ul style="list-style-type: none"><li>(C) examine different types of service across the industry</li></ul>



<p><b>Unit 3: Workplace Regulations, Safety &amp; Sanitation</b></p> <p>This unit will expose students to the important regulations, safety standards, and sanitation practices that are implemented within this industry. Students will learn that such practices are in place to manage resources to minimize losses and liabilities to businesses in the industry.</p>	<p>20 Periods 900 Minutes</p>	<p>8. The student explains how resources (employees, guests, and property) are managed to minimize losses or liabilities in the hospitality and tourism industry. The student is expected to:</p> <ul style="list-style-type: none"><li>(A) identify and explain job safety and security practices;</li><li>(B) recognize and implement the basics of sanitation;</li><li>(C) understand and demonstrate procedures for cleaning, sanitizing, and storing equipment and tools; and</li><li>(D) determine how environmental issues and trends affect the hospitality and tourism industry</li></ul>
<p><b>Unit 4: Technology in the Workplace</b></p> <p>During this unit, students will learn about the types of technology required to perform workplace tasks for the hospitality and tourism industry. Students will understand how computerized systems are integral to businesses' efficiency and completing workplace tasks with accuracy and efficiency.</p>	<p>15 Periods 675 Minutes</p>	<p>1. The student demonstrates professional standards/employability skills as required by business and industry. The student is expected to:</p> <ul style="list-style-type: none"><li>(C) recognize appropriate professional documents used in the hospitality and tourism industry</li></ul> <p>6. The student uses technology to gather information. The student is expected to:</p> <ul style="list-style-type: none"><li>(A) understand the need for computer applications to perform workplace tasks;</li><li>(B) recognize that types of computerized systems are used to manage operations and guest services in the hospitality and tourism industry; and</li><li>(C) discuss why computerized systems are used in operations and guest services in the hospitality and tourism industry</li></ul>



<p><b>Unit 5: Customer Service &amp; Communication Skills</b></p> <p>This unit will enhance students' communication skills, focusing on learning the aspects of quality customer service required for this industry. Students will understand the different ways to provide quality customer service in the various entities of the hospitality and tourism industry.</p>	<p>20 Periods 900 Minutes</p>	<p>1. The student uses verbal and nonverbal communication to provide a positive experience for guests and employees. The student is expected to:</p> <ul style="list-style-type: none"><li>(A) develop and execute formal and informal presentations;</li><li>(B) practice customer service skills</li></ul> <p>7. The student demonstrates leadership, citizenship, and teamwork skills required for success. The student is expected to:</p> <ul style="list-style-type: none"><li>(A) develop team-building skills;</li><li>(B) develop decision-making and problem-solving skills;</li><li>(C) conduct and participate in effective meetings</li></ul> <p>11. The student understands the importance of customer service. The student is expected to:</p> <ul style="list-style-type: none"><li>(A) determine ways to provide quality customer service;</li><li>(B) analyze how guests are affected by employee attitude, appearance, and actions; and</li><li>(C) examine different types of service across the industry</li></ul>
<p><b>Unit 6: Employability/Professional Skills</b></p> <p>This unit explores the professional standards and employability skills required by business and industry. Students will develop a career portfolio necessary to</p>	<p>30 Periods 1,350 Minutes</p>	<p>3. The student understands that personal success depends on personal effort. The student is expected to:</p> <ul style="list-style-type: none"><li>(A) demonstrate self-responsibility and self-management;</li><li>(B) explain the characteristics of personal values, ethics, and fundamental principles;</li><li>(C) display positive attitudes and good work habits;</li></ul>



<p>obtain employment in the hospitality and tourism industry. Students will grow to understand that responsibility, time management, organization, positive attitude, and good character have a large impact on employability and job retention.</p>		<p>(D) develop strategies for achieving accuracy; and (E) develop organizational skills.</p> <p>4. The student develops an understanding of time management, decision making, and prioritization. The student is expected to: (A) identify and apply effective practices for managing time; (B) analyze the benefits of balancing career and home life (C) learn and apply steps in the decision-making process; and (D) work independently</p> <p>5. The student researches, analyzes, and explores lifestyle and career goals. The student is expected to: (D) describe the components and importance of a career portfolio.</p>
<p><b>Unit 7: Leadership Development</b></p> <p>During this unit, students will learn more about the qualities and characteristics required to be successful in business and industry. While a basic understanding and development of employability skills will help students obtain employment, they will learn that developing leadership skills will aid them in job retention and potential promotion opportunities.</p>	<p>15 Periods 675 Minutes</p>	<p>5. The student researches, analyzes, and explores lifestyle and career goals. The student is expected to: (C) examine related community service opportunities</p> <p>7. The student demonstrates leadership, citizenship, and teamwork skills required for success. The student is expected to: (A) develop team-building skills; (B) develop decision-making and problem-solving skills; (C) conduct and participate in effective meetings; (D) identify leadership and teamwork qualities that create a pleasant working atmosphere; and</p>



		(E) identify community service activities related to the hospitality and tourism industry.
<p><b>Unit 8: Career Exploration</b></p> <p>This unit will help students better understand the various career opportunities within the hospitality and tourism industry. Students will focus on expanding their knowledge about the education, training, and/or certification required to obtain employment in the industry. Students will develop a career plan designed to achieve their career goals within this industry.</p>	<p>30 Periods 1,350 Minutes</p>	<p>1. The student demonstrates professional standards/employability skills as required by business and industry. The student is expected to:</p> <ul style="list-style-type: none"><li>(A) write effectively using standard English and correct grammar;</li><li>(B) use a variety of credible resources</li></ul> <p>2. The student uses verbal and nonverbal communication to provide a positive experience for guests and employees. The student is expected to:</p> <ul style="list-style-type: none"><li>(A) develop and execute formal and informal presentations</li></ul> <p>5. The student researches, analyzes, and explores lifestyle and career goals. The student is expected to:</p> <ul style="list-style-type: none"><li>(A) prioritize career goals and ways to achieve those goals in the hospitality and tourism industry;</li><li>(B) compare and contrast education or training and certifications needed for careers in the hospitality and tourism industry;</li></ul> <p>10. The student demonstrates research skills applicable to the hospitality and tourism industry. The student is expected to:</p> <ul style="list-style-type: none"><li>(B) design a customized product for the hospitality and tourism industry</li></ul>