

**Career-Technical Credit Transfer (CT)²
Hospitality, Tourism, and Culinary Arts Career-Technical Assurance Guide (CTAG)
June 8, 2017**

The following courses, indicated by Career-Technical Articulation Numbers (CTANs), are eligible for post-secondary credit and transfer among Ohio's public secondary career-technical institutions and state institutions of higher education. The SCTAI alignment document with ODE competencies and post-secondary learning outcomes can be found on the ODHE website at <https://www.ohiohighered.org/sctai/ctags>.

CTCF001 - Sanitation and Safety	Credits: 2 Semester Hours
<p>Advising Notes: In order to access post-secondary college credit for this CTAN, students must:</p> <ul style="list-style-type: none"> • Matriculate to an institution of higher education with an approved or comparable program within the currency of the credential after completing the approved program • To receive credit for this course: <ul style="list-style-type: none"> ○ Student must hold a current ServSafe® Manager Certification offered through the National Restaurant Association (NRA) 	<p>REQUIREMENTS FOR PROGRAM: For course approval, institutions must currently offer the ServSafe® -National Restaurant Association Program and provide documentation for an instructor who Certified ServSafe® Instructor.</p>
CTCF002 - Introduction to Hospitality and Tourism	Credits: 2 Semester Hours
<p>Advising Notes: In order to access post-secondary college credit for this CTAN, students must:</p> <ul style="list-style-type: none"> • Matriculate to an institution of higher education with an approved or comparable program within 3 years of completing the approved program • Successfully complete the ODE course [Hospitality Fundamentals (330000)] with a “C” or better from an approved program and earn a qualifying score of 68 or higher on corresponding End of Course examination 	<p>CERTIFICATE OF AFFIRMATION: Can be used for course submission through CEMS. https://www.ohiohighered.org/transfer/ct2/affirmation</p>
CTCF005 - Basic Food Production	Credits: 4 Semester Hours
<p>Advising Notes: In order to access post-secondary college credit for this CTAN students must:</p> <ul style="list-style-type: none"> • Matriculate to an institution of higher education with an approved or comparable program within 3 years of completing the approved program • Successfully complete the ODE course [Fundamentals of Food Production (330100)] with a “C” or better from an approved program and earn a qualifying score of 76 or higher on corresponding End of Course examination <p>PLEASE NOTE: Some colleges may require a prerequisite completion of, or concurrent enrollment in, Sanitation and Safety (ServSafe®)</p>	<p>REQUIREMENTS FOR PROGRAM: Institutions holding American Culinary Federation (ACF) certification accreditation may submit this documentation for course approval.</p> <p style="text-align: center;"><u>OR</u></p> <p>CERTIFICATE OF AFFIRMATION: Can be used for course submission through CEMS. https://www.ohiohighered.org/transfer/ct2/affirmation</p>

CTCF006- Front Office Operations <i>(Secondary institutions please submit for CTCF008)</i>	Credits: 2 Semester Hours
Advising Notes: In order to access post-secondary college credit for this CTAN, students must: <ul style="list-style-type: none"> • Matriculate to an institution of higher education with an approved or comparable program within 3 years of completing the approved program <p>PLEASE NOTE: Secondary Students complete these learning outcomes in the CTCF008- Front Office Operations <u>AND</u> Housekeeping Operations for the Lodging Industry CTAN</p>	CERTIFICATE OF AFFIRMATION: Can be used for course submission through CEMS. https://www.ohiohighered.org/transfer/ct2/affirmation
CTCF007- Technology in the Hospitality Industry	Credits: 2 Semester Hours
Advising Notes: In order to access post-secondary college credit for this CTAN, students must: <ul style="list-style-type: none"> • Matriculate to an institution of higher education with an approved or comparable program within 3 years of completing the approved program • Successfully complete the ODE course [Hospitality Management (330035)] with a “C” or better from an approved secondary program and earn a qualifying score of 64 or higher on corresponding End of Course examination 	CERTIFICATE OF AFFIRMATION: Can be used for course submission through CEMS. https://www.ohiohighered.org/transfer/ct2/affirmation
CTCF008- Front Office Operations AND Housekeeping Operations for the Lodging Industry <i>(Secondary institutions should submit for this CTAN and not CTCF006)</i>	Credits: 3 Semester Hours
Advising Notes: In order to access post-secondary college credit for this CTAN, students must: <ul style="list-style-type: none"> • Matriculate to an institution of higher education with an approved or comparable program within 3 years of completing the approved program • Successfully complete the ODE course [Front Office Management and Operation (330030)] with a “C” or better from an approved program and earn a qualifying score of 77 or higher on corresponding End of Course examination 	CERTIFICATE OF AFFIRMATION: Can be used for course submission through CEMS. https://www.ohiohighered.org/transfer/ct2/affirmation
CTCF009- Food Principles and Purchasing	Credits: 3 Semester Hours
Advising Notes: In order to access post-secondary college credit for this CTAN, students must: <ul style="list-style-type: none"> • Matriculate to an institution of higher education with an approved or comparable program within 3 years of completing the approved program • Successfully complete the ODE course [Restaurant Management (330120)] with a “C” or better from an approved program and earn a qualifying score of 66 or higher on corresponding End of Course examination 	CERTIFICATE OF AFFIRMATION: Can be used for course submission through CEMS. https://www.ohiohighered.org/transfer/ct2/affirmation

Each CTAN identifies the learning outcomes that are equivalent or common in introductory technical courses. In order for students to receive credit under these agreements, the career-technical secondary programs and the post-secondary institutions must document that their course content matches the learning outcomes in the CTANs.

Requirements and Credit Conditions:

1. The receiving institution must have a comparable program, major, or courses that have been approved through submission to the Ohio Department of Higher Education (CT)² approval process for the CTANs listed in this document.
2. Credits apply to courses in the specified technical area at Ohio's public institutions of higher education, provided that the institution offers courses in the specific technical area. In the absence of an equivalent course, and when the institution offers the technical program, the receiving institution will guarantee to grant and apply an equivalent credit value of the Career-Technical Articulation Number (CTAN) toward the technical requirements of the specific degree/certificate program.
3. The applicant must provide proof to the receiving institution that she/he completed a course that has been approved through the (CT)² approval process and that she/he holds the appropriate credential or has passed the end-of-program assessment.
4. A career-technical student seeking credit under the terms of this CTAG must apply and be accepted to the college within three years of completing a career-technical education course or within the currency of the industry certificate or license.
5. A career-technical student who meets all eligibility criteria will receive the credit hour value for the comparable course(s) as offered at the receiving state institution of higher education.
6. The admission requirements of individual institutions and/or programs are unaffected by the implementation of (CT)² outcomes.
7. The transfer of credit through this CTAG will not exempt a student from the residency requirements at the receiving institution.

Secondary Career-Technical students must complete the Hospitality and Tourism Pathway to be eligible for credit under this CTAG. This pathway is outlined in the Ohio Department of Education's *Hospitality Career Field Technical Content Standards*.

CTCF001 - Sanitation and Safety**Credits: 2 Semester Hours**

General Course Description: A comprehensive course in the study of ServSafe® foundations. A study of the flow of food through HACCP (Hazard Analysis Control Points) procedures; which include the control of microorganisms, contamination, food borne illness, food allergens, the safe food handler, materials handling, care of facilities and equipment, pest control, self-inspection, and safety practices to maintain a safe and healthy environment for the consumer. Applicable federal and state laws and regulations, science-based and best practices relevant to safety and sanitary facilities design are also studied.

Credits: 2 Semester Hour

Learning Outcomes:

1. *Identify pathogens, and the toxins that some produce, responsible for foodborne illnesses that can occur in food and develop during the preparation of food
2. *Define concepts and procedures for the flow of food through the operation
3. *Differentiate among various cleaning products and sanitizing products, and identify common pests and appropriate methods of eradication
4. *Describe operational practices that comply with laws, rules, and regulations (of the Ohio Department of Health, FDA, USDA, and OSHA) governing hospitality/tourism operations standards and identify training methods to ensure compliance

****Asterisk Indicates Essential Learning Outcomes***

CTCF002 – Introduction to Hospitality and Tourism**Credits: 2 Semester Hours**

General Course Description: A comprehensive overview of the related fields in the hospitality industry from the local, national, and global perspective. This course will include exploration and considerations of travel, tourism, hotel lodging, food service, beverage operations, meetings, conventions and expositions, leisure and recreation as career possibilities. Industry guest speakers, study of trade publications, and research provide information on industry trends, career opportunities, sustainability, and industry best practices.

Credits: 2 Semester Hours

Learning Outcomes:

1. *Recall historical, cultural, political, economic, social, and personal relationships of the hospitality industry
2. *Describe functions, goals, missions, and purpose of various professional hospitality organizations, businesses, groups, and associations
3. *Select industry trade resources, publications, and training references as a means to learn more about field interests and career development opportunities
4. *Compare and evaluate job positions, and qualifications commonly sought by hospitality employers, and the characteristics of successful hospitality employees in various job positions
5. *Recall required steps within the pathway to reach Hospitality career goals and perform a personal audit of skills, behaviors, personality traits, character, and strengths to assist in defining career interests
6. *Understand the concepts of guest expectations, guest satisfaction, and quality customer service

****Asterisk Indicates Essential Learning Outcomes***

CTCF005 - Basic Food Production**Credits: 4 Semester Hours**

General Course Description: A comprehensive, laboratory course in which students will learn to produce and serve marketable food products according to standardized recipes in a commercial kitchen environment, through station rotation. Appropriate equipment and utensils' usage, operations, cleaning of commercial foodservice equipment are studied and practiced. Basic knife skills, and standard cooking techniques, will be practiced.

Credits: 4 Semester Hours

Learning Outcomes:

1. *Weigh and measure recipe ingredients and calculate recipe conversions according to standard procedures, using a variety of U.S. Standard devices
2. *Use and define food service, food production, and menu terminology and develop a "mise en place" mindset
3. *Demonstrate safe food and equipment practices
4. *Prepare quality, portioned common food menu categories using multiple cooking methods, and apply plating principles and garnishing techniques
5. *Compute food cost
6. *Develop professional work habits including professional appearance, teamwork concept, observance and maintenance of work areas that are neat, clean and attractive to enhance the service experience and generate revenue
7. *Recognize how professional, ethical, and legal behaviors contribute to continuous improvement in organizational performance and regulatory compliance

****Asterisk Indicates Essential Learning Outcomes***

CTCF006 - Front Office Operations**Credits: 2 Semester Hours**

General Course Description: This course introduces students to front office operations, management, and the accounting function as they relate to the front office. The course also discusses successful operational strategies used by front desk professionals for day-to-day operations.

Credits: 2 Semester Hours

Learning Outcomes:

1. *Discuss hotel classifications by ownership and level of service
2. *Describe the operations of the front office as it pertains to the four stages of the guest cycle
3. *Discuss the interrelationship between the front desk, maintenance, and housekeeping
4. *Explain the functions of how a property management system assists in the management of a property and the departments it influences
5. *Describe the importance of quality customer service and the impact it has on Front Desk Operations

****Asterisk Indicates Essential Learning Outcomes***

CTCF007 - Technology in the Hospitality Industry**Credits: 2 Semester Hours**

General Course Description: This course explores the basics of Property Management Systems (PMS), Point of Sales Systems (POS), and accounting applications as they relate to the hospitality industry. System selection, security, and the Internet are also discussed.

Credits: 2 Semester Hours

Learning Outcomes:

1. *Explain the criteria utilized to evaluate hospitality technology
2. *Describe the various PMS, POS, and GDS systems and how they function in the hospitality industry
3. *Explain how technology assists in the accounting functions of hospitality facilities
4. *Discuss the elements and impact of e-commerce on hospitality

****Asterisk Indicates Essential Learning Outcomes***

CTCF008 - Front Office Operations AND Housekeeping Operations in the Lodging Industry**Credits: 3 Semester Hours****GENERAL COURSE DESCRIPTION:**

Front Office Operations AND Housekeeping Operations in the Lodging Industry: This course introduces students to front office operations, management, and the accounting function as they relate to the front office. The course also discusses successful operational strategies used by front desk professionals for day-to-day operations. Students learn the key role housekeeping plays in the operation of a successful Lodging facility. The course also covers the care of guest rooms and public areas, as well as purchasing, storage, and procedures used by hotel housekeeping departments to assure a safe, comfortable stay for guests.

Credits: 3 Semester Hours

Learning Outcomes:

1. *Discuss hotel classifications by ownership and level of service
2. *Describe the operations of the front office as it pertains to the four stages of the guest cycle
3. *Discuss the interrelationship between the front desk, maintenance, and housekeeping
4. *Explain the functions of how a property management system assists in the management of a property and the departments it influences
5. *Describe the importance of quality customer service and the impact it has on Front Desk Operations
6. *Maintain guest rooms consistent with brand and quality standards; and manage housekeeping services to meet organized standards
7. *Describe the major functions of the Housekeeping Department
8. *Identify the role and responsibilities of the Executive Housekeeper I the lodging facility
9. *Describe the importance of guest areas being both clean and sanitary
10. *Describe the importance of timely communication between Housekeeping, and the other departments in a Lodging facility

****Asterisk Indicates Essential Learning Outcomes***

General Course Description: A course in the identification, nutritional consideration, uses, and preparation methods of various foods and beverages. Food and non-food service purchasing, including product specifications, evaluating product quality, determining order quantities, yield percentages, costing, receiving, handling, storage and issuing, evaluation processes, and selecting suppliers are discussed and practiced.

Credits: 3 Semester Hours

Learning Outcomes:

1. *Identify and define quality characteristics and standards of food and beverage preparation ingredients, and list purchasing criteria for them
2. *Perform recipe conversion and ingredient cost calculations such as volume to weight conversions, conversion factors, and yield percentages, scaling, and portioning recipe adjustments
3. *Determine order quantities and associated costs
4. *Write purchase specifications for food and non-food supplies using resource materials
5. *Identify and explain various markets and distribution systems
6. *Discuss ethical buying procedures and supplier relationships

****Asterisk Indicates Essential Learning Outcomes***

Hospitality and Tourism:
Culinary and Food Service Operations
Lodging and Travel Services Pathway Panel Participants
Spring 2016

Dennis Gnage Karen Krimmer	Owens Community College Columbus State Community College	SCTAI Panel Lead Expert (Lodging) SCTAI Panel Lead Expert (Culinary)
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