

SEC – Lodging, Hospitality and Tourism Blueprints

This document contains the blueprints for the concentration areas in secondary Lodging, Hospitality and Tourism.

Course Code(s)	Test Code	Program Name	Supplemental Materials/Notes
992100, 992102, 992103	10938Y1-2014	Lodging, Hospitality, and Tourism	
992101, 992104, 995105	10938Y2-2014	Lodging, Hospitality, and Tourism	

Curriculum	Perkins Assessment 2016-17		Teacher Evaluation Pilot 2016-17			
	Y1 Post-Test	Y2 Post-Test	Y1 Baseline	Y1 Post-Test	Y2 Baseline	Y2 Post-Test
Lodging, Hospitality and Tourism	MS-CPAS2*	MS-CPAS2*	NA*	NA*	NA*	NA*

* These assessments are subject to change based on funding and policy changes/updates. Information for test coordinators will be disseminated on the ordering process for the national certification by the Research and Curriculum Unit at Mississippi State University.



MS-CPAS2 Blueprint Summary

Assessment: Lodging, Hospitality, and Tourism
Test Code: 10938Y1-2014
CIP Code: 520901
Course Codes: 992100, 992102, 992103
Type: CP

The MS-CPAS2 Blueprint Summary indicates the number of assessment questions related to each unit on the assessment and indicates the relative emphasis placed on each unit. All of the listed competencies will appear on the assessment, but because of the length of the assessment, not every competency will be equally represented in the assessment.

The MS-CPAS2 Blueprint Summary includes a variety of information, which is explained below:

Terms and Definitions	
Assessment:	This signifies the name of the assessment, which corresponds with the name of the pathway or program.
CIP Code:	Developed by the U.S. Department of Education's National Center for Education Statistics (NCES), CIP codes are a federal coding system utilized for assessment and reporting of fields of study and program completions activity tracking.
Test Code:	A unique code that serves to numerically identify a specific assessment
DOK Levels:	Based on Webb's Depth of Knowledge (DOK), this signifies the assessment item difficulty factor to be expected in each unit. The three levels are as follows: <i>1 = Recall and Reproduction, 2 = Skills and Concepts, 3 = Short-term Strategic Thinking</i> Some postsecondary programs will not use DOK levels until the next revision.
Instructional	The total number of hours assigned to a unit per the pathway's curriculum
Total Items:	The total number of items assigned to each unit on the assessment. It is calculated as follows: <i>(Unit Instructional Hours / Total Instructional Hours) * Total Active Items</i>
Active Items:	The number of items on the assessment that will be graded
Field-test Items:	The number of items that are being field-tested, or piloted, to determine their eligibility for inclusion as an Active Item on future assessments. These items are not graded and, thus, will not impact the student's final score.
Total Assessed Items:	The total number of items on the given assessment. It is calculated as follows: <i>Active Items + Field-test Items</i>

For more information regarding this MS-CPAS2 Blueprint Summary, please contact the Mississippi Assessment Center by phone at 1.866.901.7433 or by e-mail at helpdesk@rcu.msstate.edu.



Assessment: Lodging, Hospitality, and Tourism	DOK Level(s)			Instructional Hours	Total Items
Test Code: 10938Y1-2014					
CIP Code: 520901					
Total Hours: 170					
Unit 2: Introduction to Hospitality and Tourism Industry	1	2		15	7
1. Evaluate the nature and scope of the Hospitality & Tourism Career Cluster™ and the role of hospitality and tourism in society and the economy. 2. Describe career opportunities and means to attain those opportunities in each of the Hospitality & Tourism Career Pathways.					
Unit 3: Customer Service in the Hospitality and Tourism	1	2		20	9
1. Demonstrate hospitality and tourism customer service skills that meet customers' needs. 2. Demonstrate communication skills as they relate to customer service.					
Unit 4: Organization of Lodging Property	1	2		50	24
1. Classify the different types of hotels and describe hotel departments and their functions. 2. Perform the basic tasks of front office employees. 3. Identify the responsibilities of the front office and the front desk along with the role each plays with guests. 4. Identify the financial processes and when each should occur during the financial reporting cycle. 5. Describe the duties and procedures used by the housekeeping department. 6. Understand the role of the facilities management department at a hotel.					
Unit 5: Security in Lodging Operations	1	2		15	7
1. Explain the role of security in protecting people and property during criminal, severe weather, and emergency situations. 2. Apply security procedures to protect property of guests and employees.					
Unit 6: Food and Beverage Services	1	2		40	19
1. Explain the role of food service within the hospitality industry. 2. Explain proper sanitation and safety procedures for food service operations. 3. Demonstrate proper techniques for food service.					
Unit 7: Banquet and Catering	1	2	3	15	7
1. Discuss and demonstrate proper banquet techniques. 2. Discuss catering functions and special events.					
Unit 8: Resort Operations	1	2		15	7
1. Understand the purpose of resorts, cruise lines, recreational vehicles, and tent camping in the hospitality and tourism industry.					
Active Items					80
Field-Test Items					20
TOTAL ASSESSED ITEMS					100



MS-CPAS2 Blueprint Summary

Assessment: Lodging, Hospitality, and Tourism
Test Code: 10938Y2-2014
CIP Code: 520901
Course Codes: 992101, 992104, 995105
Type: CP

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Instructional Hours:	The total number of hours assigned to a unit per the pathway's curriculum
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Total Assessed Items:	The total number of items on the given assessment. It is calculated as follows: <i>Active Items + Field-test Items</i>

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Assessment: Lodging, Hospitality, and Tourism						
Test Code: 10938Y2-2014						
CIP Code: 520901						
Total Hours: 195						
Unit 10: Computerized Front Office Procedures	1	2	Instructional Hours		Total Items	
1. Perform the appropriate reservation procedures using computerized reservation systems. 2. Apply proper computerized techniques in check-in-and check-out processes. 3. Demonstrate the use of front office equipment.						
Unit 11: Management and Human Resources within the Hospitality Industry	1	2	40		17	
1. Demonstrate proper management skills. 2. Understand the role of leadership in the hospitality and tourism industry. 3. Demonstrate appropriate processes and methods used by managers to communicate with employees. 4. Understand the duties and responsibilities of the front office manager. 5. Understand the key duties and responsibilities of the housekeeping management team. 6. Understand the key duties and responsibilities of the facilities management leadership team. 7. Understand the duties of the food and beverage service management team. 8. Understand the purpose of the human resources department and how human resources are utilized in a leadership position.						
Unit 12: Safety and Risk Management	1	2	15		7	
1. Understand the purpose of maintaining a safe, healthy environment for guests and employees. 2. Understand the processes used to maintain a safe and healthy environment for guests and employees. 3. Identify the procedures to follow in the event of a fire. 4. Examine the regulations for hazardous chemicals. 5. Explain general guidelines for handling medical emergencies and contingency procedures for other emergencies.						
Unit 13: Accounting and Operational Finance	1	2	25		10	
1. Apply proper accounting techniques in the collection and finalization of all guest accounts. 2. Understand the financial processes and when each should occur during the financial reporting cycle. 3. Identify the process and procedures used by leadership for managing operational finance.						
Unit 14: Travel and Tourism	1	2	40		16	
1. Explore travel locations world-wide. 2. Discuss the requirements of becoming an accredited travel agency and/or tour guide. 3. Demonstrate activities associated with organizing, booking, and conducting group tours.						
Unit 15: Hospitality Sales and Marketing Management	1	2	30		12	
1. Understand the management responsibilities of the marketing department's leadership team. 2. Develop advertising campaigns using appropriate media. 3. Develop a promotional campaign using a promotional mix. 4. Identify the role of sales in the hospitality and tourism industry.						
Unit 16: Employability Skills	1	2	25		10	
1. Demonstrate proper job application techniques. 2. Apply the proper business etiquette skills needed for employability.						
Active Items					80	



	Field-Test Items	20
	TOTAL ASSESSED ITEMS	100