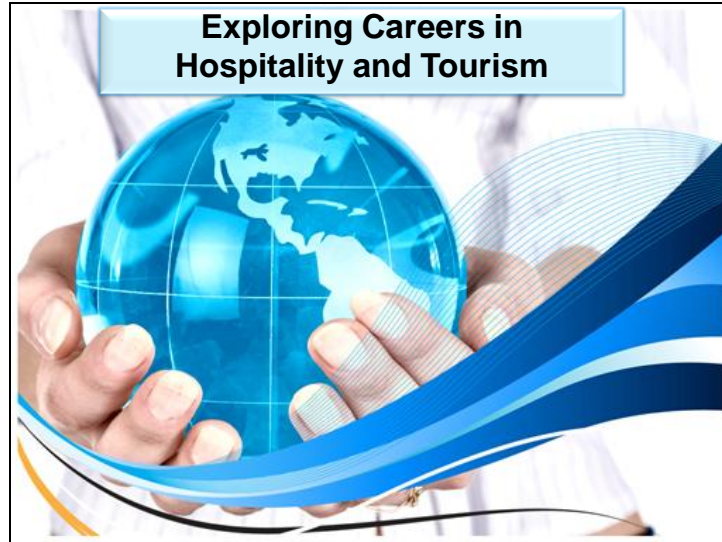


Presentation Notes – Exploring Careers in Hospitality and Tourism

Slide 1



Presentation Notes – Exploring Careers in Hospitality and Tourism

Slide 2



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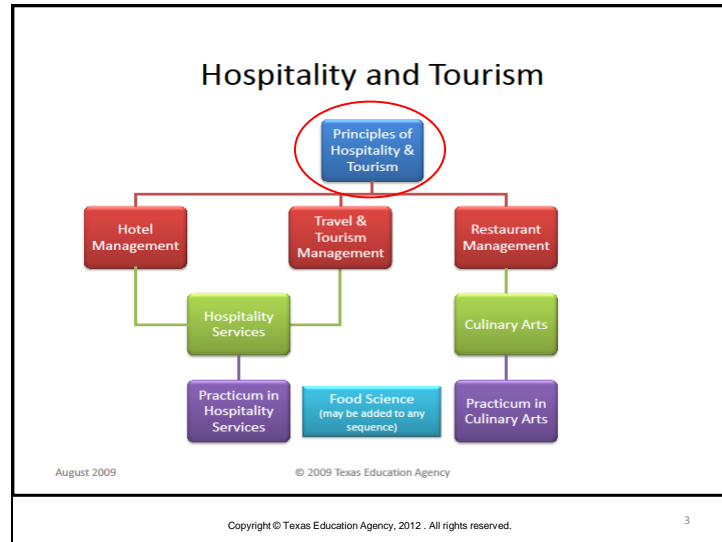
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Presentation Notes – Exploring Careers in Hospitality and Tourism

Slide 3



Hospitality and Tourism recommended sequence of courses.

Presentation Notes – Exploring Careers in Hospitality and Tourism

Slide 4



Hospitality and Tourism

Preparing individuals for employment in career pathways that relate to families and human needs such as restaurant and food/beverage services, lodging, travel and tourism, recreation, amusement and attractions.

Achieve Texas Media Component
[http://www.achievetexas.org/ media/00-0000.09-09.mpg](http://www.achievetexas.org/media/00-0000.09-09.mpg)

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Information from CTE – Learning what works for America
<http://www.careertech.org/career-clusters/glance/clusters.html>

Video from Achieve Texas
[http://www.achievetexas.org/ media/00-0000.09-09.mpg](http://www.achievetexas.org/media/00-0000.09-09.mpg)

Presentation Notes – Exploring Careers in Hospitality and Tourism

Slide 5



Advantages

- Abundance of jobs
- Advancement opportunities
- Fast pace and variety
- Meeting people
- Pleasant workplace
- Travel

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Abundance of jobs – you can choose from corporate positions to desk agent at a lodging property. The restaurant industry employs millions of people. After the U.S. Government, it is the largest employer.

Advancement Opportunities – depends on your willingness to learn and work hard. An entry-level job that requires minimum education and no experience will pay lower wages. Jobs that require education and previous experience will pay higher salaries.

Fast pace and variety – every day is different with new customers and new problems. Most jobs provide the opportunity to move around, perform physical work, and work outside.


Meeting people – major advantage and brings new experiences from around the world. May meet famous and important people.

Pleasant workplace – working conditions in the hospitality industry are very pleasant. Hotels and restaurants may offer meals or discounts to their employees.

Travel – may involve travel as part of the job to visit other locations in the franchise. Possibility of job transfers if available in place you would like to live.

Presentation Notes – Exploring Careers in Hospitality and Tourism

Slide 6



Challenges

- Hours of work
- Relocation
- Stress
- Working conditions

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All jobs have both advantages and disadvantages. The hospitality industry can be very demanding.

Hours of work – many employees work long hours. Manager may work six day weeks and work 60 hour weeks. May have to work nights, weekends, and holidays.

Relocation – advancement may mean moving from place to another.

Stress – may have many tasks to do at the same time and not enough time to complete them. May have difficult, dangerous or unpredictable tasks to manage. Some people do well and thrive on the excitement.

Working conditions – some hospitality businesses have poor working conditions such as poor air conditioning, ventilation, or sanitary procedures making the job uncomfortable.

Presentation Notes – Exploring Careers in Hospitality and Tourism

Slide 7



The slide features a graphic on the left showing a hand holding a blue globe with a grid pattern. To the right is the AchieveTexas logo, which consists of a yellow square with a red 'A' and a blue star, followed by the text 'AchieveTexas' in white on a blue background. Below the logo is a bulleted list of details about the College and Career Initiative.

- **College and Career Initiative**
- Education initiative designed to prepare students for a:
 - Lifetime of success
 - Secondary and postsecondary opportunities
 - Career preparation and advancement
 - Meaningful work
 - Active citizenship
- Designed to help students (and parents) make:
 - Wise education choices
 - 21st Century curricula combining
 - rigorous academics and
 - relevant career education

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AchieveTexas College and Career Initiative is an education initiative designed to prepare students for a lifetime of success. It allows students to achieve excellence by preparing them for secondary and postsecondary opportunities, career preparation and advancement, meaningful work, and active citizenship.

AchieveTexas is designed to help students (and their parents) make wise education choices. It is based on the belief that the curricula of the 21st century should combine *rigorous* academics with *relevant* career education. When schools integrate academic and technical education, students can see the “usefulness” of what they are learning. The system also facilitates a seamless transition from secondary to postsecondary opportunities.

Presentation Notes – Exploring Careers in Hospitality and Tourism

Slide 8



Programs of Study

- **Restaurants and Food/ Beverage Services**
 - Chef-Head Cook
 - Food and Beverage Manager
- **Lodging**
 - Lodging Manager
- **Travel and Tourism**
 - Travel and Tourism Directors
- **Recreation, Amusements and Attractions**
 - Competitive Sports Athlete
 - Recreation Workers

* Programs of Study in your school may be different from the recommended sequence of coursework.

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The POS represent a **recommended** sequence of coursework based on a student’s interest and career goal.

POS contain lots of helpful information, including the core courses and career-related electives in high school that will help prepare students for their career goals. The POS are based upon the Recommended High School Graduation Plan and can easily be adapted for the Distinguished Achievement High School Graduation Plan.

There are 4 Programs of Study and 6 Models for this Career Cluster.

All schools are different and may choose to follow other Programs of Study. Be sure to tell students what your school has to offer.

Presentation Notes – Exploring Careers in Hospitality and Tourism

Slide 9



See Programs of Study Models for Chef-Head Cook and Food and Beverage Manager in the all Lesson Attachment tab to follow along with the slide presentation. The slides include information from the two models in alphabetical order.

Presentation Notes – Exploring Careers in Hospitality and Tourism

Slide 10



High School

Career Related Electives

- 9th – Principles of Hospitality and Tourism
- 10th – Lifetime Nutrition and Wellness or Restaurant Management
- 11th – Culinary Arts, Entrepreneurship, or Hospitality Services
- 12th – Practicum in Culinary Arts or Food Science or Problems and Solutions or Practicum in Hospitality and Tourism


**Note - Sequence of courses in your school may be different from the recommended sequence of coursework.*

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These are recommended sequence of courses but _____ (name of your school) offers
_____.

Presentation Notes – Exploring Careers in Hospitality and Tourism

Slide 11



On the Job Training

- Bussperson
- Cook Trainee
- Food Server
- Host
- Kitchen Helper
- Short-order Cook

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11

Discuss employment opportunities in your town or city. Remind students that many careers begin at the bottom.

Presentation Notes – Exploring Careers in Hospitality and Tourism

Slide 12



Certificates

- Banquet Server
- Banquet Setup Employee
- Certified Food Manager
- Culinarian
- Culinary Specialist
- Food Manager
- Journey Baker
- Pastry Culinarian
- OSHA CareerSafe®
- ProStart®
- Restaurant Server
- Secondary Culinary Graduate
- ServSafe®

Career Options:

- Banquet Setup Server
- Chef/Cook Assistant
- Fast Food Assistant Manager
- Food Preparation Worker
- Host
- Pastry Cook
- Prep Cook
- Restaurant Server
- Short-order Cook

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12

Education never ends. Students should be aware that earning certifications will help their careers as they move up the ladder of success.

Presentation Notes – Exploring Careers in Hospitality and Tourism

Slide 13



Associate Degrees

- Baking/Pastry
- Culinary Arts
- Culinary Arts Specialization
- Food and Hospitality Services
- Hospitality Management
- Hotel/Restaurant Management
- Restaurant Management

Career Options:

- Baker/Pastry Chef
- Fast Food Manager
- Food and Beverage Manager
- Food Service Specialist
- Maitre'd
- Restaurant Assistant Manager
- Sous Chef
- Specialty Cook

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13

Associate Degrees are generally two year programs at a community college.

Presentation Notes – Exploring Careers in Hospitality and Tourism

Slide 14



Bachelor Degrees

- Hospitality Administration
- Hospitality Management
- Hotel and Restaurant Management
- Restaurant, Hotel, and Institutional Management

Career Options:

- Caterer
- Catering and Banquet Director
- Culinary Arts Instructor
- Executive Chef
- Food and Beverage Director
- Food and Beverage Manager
- Independent Chef/Owner
- Kitchen Manager
- Restaurant/Food Service Owner
- Restaurant Manager

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Bachelor Degrees are generally four year programs that will assist the student as they continue in their careers.

Presentation Notes – Exploring Careers in Hospitality and Tourism

Slide 15



Graduate Degrees

- Hospitality Administration
- Hospitality Management
- Hotel and Restaurant Management
- Restaurant, Hotel, and Institutional Management

Career Options:

- Catering/Banquet Manager
- Corporate Executive Chef
- Food and Beverage Administration
- Food and Beverage Controller
- Food and Beverage Director
- Operations Administrator
- Vice-President Operations

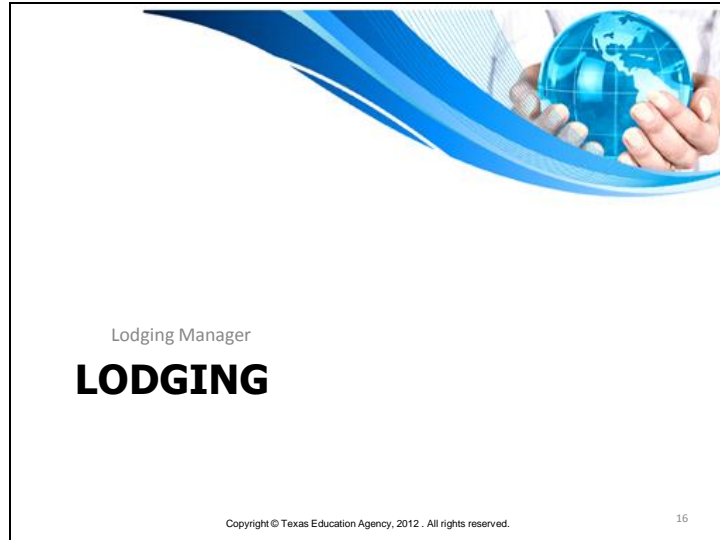
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15

Management Careers are at the top of the ladder of success.

Presentation Notes – Exploring Careers in Hospitality and Tourism


Slide 16



See Programs of Study Models for Lodging Manager in the all Lesson Attachment tab to follow along with the slide presentation.

Presentation Notes – Exploring Careers in Hospitality and Tourism

Slide 17



High School

Career Related Electives

- 9th – Principle of Hospitality and Tourism
- 10th – Lifetime Nutrition and Wellness or Hotel Management
- 11th – Hospitality Services or Human Resource Management or Business Management
- 12th – Practicum in Hospitality and Tourism or Problems and Solutions

**Note - Sequence of courses in your school may be different from the recommended sequence of coursework.*

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These are recommended sequence of courses but _____ (name of your school) offers
_____.

Presentation Notes – Exploring Careers in Hospitality and Tourism

Slide 18



On the Job Training

- Bell Attendant
- Concierge Trainee
- Front Desk Assistant
- Guest Room Attendant
- Laundry Attendant
- PBX Operator
- Public Space Cleaner
- Reservations Assistant
- Rooms Division Assistant

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Discuss employment opportunities in your town or city. Remind students that many careers begin at the bottom.

Presentation Notes – Exploring Careers in Hospitality and Tourism

Slide 19



Certificates

- Bell Attendant
- Concierge
- Front Desk Representative
- Guest Room Attendant
- Lodging Management Program
- OSHA CareerSafe[®]
- Reservationist
- Rooms Division Assistant
- Rooms Division Specialist

Career Options:

- Bell Attendant
- Concierge
- Front Desk Clerk
- Manager Trainee
- Rooms Division Specialist

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Education never ends. Students should be aware that earning certifications will help their careers as they move up the ladder of success.

Presentation Notes – Exploring Careers in Hospitality and Tourism

Slide 20



Associate Degrees

- Food and Hospitality Services
- Hospitality Management
- Hotel Management
- Hotel/Restaurant Management

Career Options:

- Assistant Executive Housekeeper
- Front Office Assistant Manager
- Hotel Assistant Manger

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Associate Degrees are generally a two year programs at a community college.

Presentation Notes – Exploring Careers in Hospitality and Tourism

Slide 21



Bachelor Degrees

- Hospitality Administration
- Hospitality Management
- Hotel and Restaurant Management
- Restaurant, Hotel, and Institutional Management

Career Options:

- Convention Services Manager
- Executive Housekeeper
- Front Office Manager
- Lodging Manager

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Bachelor Degrees are generally four year programs that will assist the student as they continue in their careers.

Presentation Notes – Exploring Careers in Hospitality and Tourism

Slide 22



Graduate Degrees

- Hospitality Administration
- Hospitality Management
- Hotel and Restaurant Management
- Restaurant, Hotel, and Institutional Management

Career Options:

- Corporate Service Trainer
- Executive Director
- Receptions Manager
- Training and Development Specialist
- Vice-President Operations

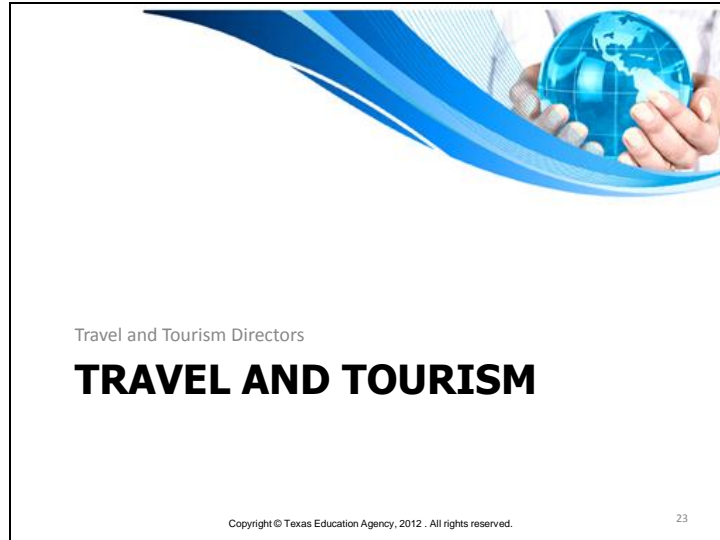
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22

Management Careers are at the top of the ladder of success.

Presentation Notes – Exploring Careers in Hospitality and Tourism


Slide 23



See Programs of Study Models for Travel and Tourism Directors in the all Lesson Attachment tab to follow along with the slide presentation.

Presentation Notes – Exploring Careers in Hospitality and Tourism

Slide 24



High School

Career Related Electives

- 9th – Principle of Hospitality and Tourism
- 10th – Interpersonal Studies or Travel and Tourism Management
- 11th – Hospitality Services or Human Resource Management or Business Management
- 12th – Practicum in Hospitality and Tourism or Problems and Solutions

**Note - Sequence of courses in your school may be different from the recommended sequence of coursework.*

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These are recommended sequence of courses but _____ (name of your school) offers _____.

Presentation Notes – Exploring Careers in Hospitality and Tourism

Slide 25



On the Job Training

- Office Aide (Travel and Tourism)
- Receptionist (Travel and Tourism)
- Reservation Clerk
- Tour Guide

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Discuss employment opportunities in your town or city. Remind students that many careers begin at the bottom.

Presentation Notes – Exploring Careers in Hospitality and Tourism

Slide 26



Certificates

- OSHA CareerSafe
- Reservationist
- Travel Agent Proficiency

Career Options:

- Travel Agent

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Education never ends. Students should be aware that earning certifications will help their careers as they move up the ladder of success.

Presentation Notes – Exploring Careers in Hospitality and Tourism

Slide 27



Associate Degrees

- Hospitality Management
- Hospitality Event Management
- Hotel, Restaurant and Tourism Management
- Tourism Management

Career Options:

- Agency Manger
- Customer Service Agent
- Travel Agent
- Travel/Tour Guide

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Associate Degrees are generally two year programs at a community college.

Presentation Notes – Exploring Careers in Hospitality and Tourism

Slide 28



Bachelor Degrees

- Business Administration
- Hospitality Administration
- Hospitality Management
- Restaurant, Hotel, and Institutional Management
- Tourism Management

Career Options:

- Convention Services Manager
- Sales Manager
- Tourism Marketing Specialist
- Travel Agency Owner

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Bachelor Degrees are generally four year programs that will assist the student as they continue in their careers.

Presentation Notes – Exploring Careers in Hospitality and Tourism

Slide 29



Graduate Degrees

- Business Administration
- Hospitality Administration
- Hospitality Management
- Restaurant, Hotel, and Institutional Management
- Tourism Management

Career Options:

- Chief Executive
- Corporate Director of Sales
- Corporate Travel Executive
- Director of Tourism Development

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Management Careers are at the top of the ladder of success.

Presentation Notes – Exploring Careers in Hospitality and Tourism

Slide 30



See Programs of Study Models for Competitive Sports Athlete and Recreation Workers in the all Lesson Attachment tab to follow along with the slide presentation. The slides include information from the two models in alphabetical order.

Presentation Notes – Exploring Careers in Hospitality and Tourism

Slide 31



High School

Career Related Electives

- 9th – Principle of Hospitality and Tourism
- 10th – Lifetime Nutrition and Wellness or Interpersonal Studies or Sports Medicine or Travel and Tourism Management or Sports and Entertainment Marketing
- 11th – Team Sports or Individual Sports or Sports and Entertainment Marketing or Hospitality Services or Advertising and Sales Promotion
- 12th – Team Sports or Individual Sports or Problems and Solutions or Practicum in Hospitality and Tourism or Business Management

**Note - Sequence of courses in your school may be different from the recommended sequence of coursework.*

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These are recommended sequence of courses but _____ (name of your school) offers
_____.

Presentation Notes – Exploring Careers in Hospitality and Tourism

Slide 32



On the Job Training

- Activities Assistant
- Athletic Trainer Assistant
- Fitness Worker
- Gift Shop Salesperson
- Guest Services Worker
- Health Club Attendant
- Intramural Referee
- Lifeguard
- Office Aide/Receptionist
- Recreation Attendant
- Recreation Worker
- Special Events Assistant
- Sports Complex Attendant
- Tour Guide

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32

Discuss employment opportunities in your town or city. Remind students that many careers begin at the bottom.

Presentation Notes – Exploring Careers in Hospitality and Tourism

Slide 33



Certificates

- Automated External Defibrillator
- Banquet Setup
- Cardiopulmonary Resuscitation
- Concierge
- First Aid
- OSHA CareerSafe®
- Sport Safety

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Education never ends. Students should be aware that earning certifications will help their careers as they move up the ladder of success.

Presentation Notes – Exploring Careers in Hospitality and Tourism

Slide 34



Associate Degrees

- Education
- Health and Physical Education/Fitness
- Hospitality Events Management
- Hospitality Management
- Teaching Assistant/Aide
- Tourism Management

Career Options:

- Activity Specialist
- Aerobic Instructor
- Club Assistant Manger
- Event Planner/Assistant Director
- Facility/Maintenance Supervisor
- Fitness Trainer
- Recreation Leader
- Referee/Sports Official
- Supervisor/Manager Trainee

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Associate Degrees are generally two year programs at community colleges.

Presentation Notes – Exploring Careers in Hospitality and Tourism

Slide 35



Bachelor Degrees

- Business Administration/Management
- Exercise Science and Fitness Management
- Health Promotion
- Human Performance
- Kinesiology
- Physical Education
- Recreation, Park and Tourism Science
- Science, History, Archaeology (or other museum specialty)
- Sports and Exercise Science
- Tourism Management
- Tourism Resources Management

Career Options:

- Athletic Trainer
- Competitive Sports Athlete
- Museum Guide
- Museum Technician Manager
- Recreation Supervisor
- Recreation/Amusements Activity Director
- Sportscaster

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Bachelor Degrees are generally four year programs that will assist the student as they continue in their careers.

Presentation Notes – Exploring Careers in Hospitality and Tourism

Slide 36



Graduate Degrees

- Archaeology, Art, History, Science (or other museum specialty)
- Business Administration/Management
- Exercise and Sport Sciences
- Fitness and Human Performance
- Health and Kinesiology
- Health and Physical Education
- Hospitality Administration/Management
- Management
- Museum Studies
- Physical Education Management
- Tourism Management

Career Options:

- Chief Operating Officer
- Competitive Sports Coach
- Corporate Special Events Director
- Curator-Museum/Cultural
- Director of Athletics
- General Manager
- Parks and Gardens Director
- Post-Secondary Fitness Teacher
- Professional Sports Scout

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Management Careers are at the top of the ladder of success.

Presentation Notes – Exploring Careers in Hospitality and Tourism

Slide 37



Interpersonal Skills Needed

- Arithmetic and mathematics
- Communication
 - Verbal
 - Nonverbal
- Electronic communication
- Listening and speaking
- Reading and writing

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The ability to communicate clearly and positively is one of the most important skills in work and life.

Verbal means using word in language and word choice.

Nonverbal means without words includes body language, facial expressions, posture, hand gestures and tone of voice.

Listening is an active process and you must pay attention when you listen to someone. **Speaking** occurs whenever you say something and includes the word you choose, your posture, and your tone of voice.

Reading is an important way to learn new information such as the employee handbook, guidelines, checklists, and information on a computer screen. **Writing** includes using a keyboard on a computer to enter information, reports, and ordering supplies.

Basic **arithmetic and mathematics** needed to use a calculator and computer.

Electronic communication includes computers, cell phones, two-way radios, pagers, and hand-held computers (tablets). Wireless devices and e-mail are also necessary to fulfill many requirements.

Presentation Notes – Exploring Careers in Hospitality and Tourism

Slide 38



Careers

Lodging	Recreation, Amusements, and Attractions
<ul style="list-style-type: none">• Baggage Porters and Bellhops• Concierges• First-line Supervisors of Housekeeping and Janitorial Workers• Food Service Managers• Hotel, Motel, and Resort Desk Clerks• Lodging Managers• Maids and Housekeeping Cleaners• Residential Advisors	<ul style="list-style-type: none">• Amusement and Recreation Attendants• Animal Trainers• Athletes and Sports Competitors• Farm and Home Management Advisors• Gaming Cage Workers• Gaming Dealers• Motion Picture Projectionists• Recreation Workers• Set and Exhibit Designers

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Career Cluster- Hospitality and Tourism Careers O*Net Online

Presentation Notes – Exploring Careers in Hospitality and Tourism

Slide 39



Careers

Restaurants and Food/Beverage Services	Travel and Tourism
<ul style="list-style-type: none">• Bakers• Baristas• Chefs and Head Cooks• Cooks, Restaurant• Cooks, Short Order• Counter Attendants, Cafeteria, Food Concession, and Coffee Shop• Food Preparation Workers• Hosts and Hostesses, Restaurant, Lounge and Coffee Shop• Waiters and Waitresses	<ul style="list-style-type: none">• Interpreters and Travelers• Managers• Meeting, Convention, and Event Planners• Reservation and Transportation Ticket Agents and Travel Clerks• Tour Guides and Escorts• Transportation Attendants• Travel Agents• Travel Guides

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Career Cluster- Hospitality and Tourism Careers O*Net Online

Presentation Notes – Exploring Careers in Hospitality and Tourism

Slide 40



References and Resources

Textbook:

- Reynolds, J. (2010). *Hospitality services food & lodging*. (Second ed.). Tinley Park, Illinois: Glenco, McGraw-Hill.

Websites:

- Achieve Texas
An education initiative designed to prepare students for a lifetime of success
<http://www.achievetexas.org/>
- CTE – Learning that works for America
Nationwide, Career Technical Education (CTE) programs are changing, evolving and innovating to better serve the country's needs.
<http://www.careertech.org/>
- My Next Move
An interactive tool for job seekers and students to learn more about their career options
<http://www.mynextmove.org/>
- O*NET OnLine
Detailed descriptions of the world of work for use by job seekers, workforce development and HR professionals, students, researchers, and more!
<http://www.onetonline.org/>
Browse by Career Cluster – Hospitality and Tourism <http://www.onetonline.org/find/career?c=9&g=Go>

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