

Colorado CTE Course – Scope and Sequence

Course Name	ProStart 3		Course Details	120 45-minute periods or 60 90-minute periods (Full year course)
			Course = 0.50 Carnegie Unit Credit	
			Level 4 - CTE/FCS Secondary Course Matrix	
Course Description	This course introduces essential skills for professional foodservice management including food and kitchen safety, professional and quantity culinary and baking techniques, production planning, and kitchen management. Students also learn principles of food identification, storage and preparation, as well as sustainable food practices including local food sourcing, food waste mitigation and seasonality. Students complete a servsafe food manager certification in the course.			
Note:	This is a suggested scope and sequence for the course content. The content will work with any textbook or instructional resource. If locally adapted, make sure all essential knowledge and skills are covered. This course is a level 4 on the CTE/FCS Secondary Course Matrix https://corerestaurant.org/colorado-prostart/ CO ProStart Curriculum Colorado FCCLA home page Standards in Blue come from LEADFCS NATIONAL STANDARDS Objectives in Green are from the ProStart Curriculum			
SCED Identification #		Schedule calculation based on 60 calendar days of a 90-day semester. Scope and sequence allows for additional time for guest speakers, student presentations, field trips, remediation, or other content topics.		
All courses taught in an approved CTE program must include Essential Skills embedded into the course content. The Essential Skills Framework for this course can be found at https://www.cde.state.co.us/standardsandinstruction/essentialskills				
Instructional Unit Topic	Suggested Length of Instruction	CTE or Academic Standard Alignment	Competency / Performance Indicator	ProStart Standard Learning Outcomes & CTSO Integration
Identify basic staff roles and responsibilities in the back (kitchen)	2-4 weeks	8.1 Analyze career paths within the food production and food services industries	8.1.1 Demonstrate implementation of food service management	CK.1.B.3. Describe the importance of the cook role in relationship to the guest

and front (service areas) of the house			and leadership functions.	CK.1.B.4. Describe the basic flow of food and service CK.5.A.3. Determine the different positions and functions of kitchen production
Communication fundamentals	2-4 weeks	8.7 Demonstrate the concept of internal and external customer service.	8.7.1 Analyze the role of quality service as a strategic component of exceptional performance. 8.7.2 Demonstrate quality service techniques and procedures that meet industry standards in the food service industry. 8.7.3 Analyze the relationship between employee attitude and skills and customer satisfaction. 8.7.4 Apply procedures for addressing and resolving 8.7.5 Demonstrate sensitivity to diversity and special needs.	KM.7.E.3. Describe open communication and collaboration in the workplace KM.7.E.4. Identify basic principles for business speaking, listening, and writing KM.7 CK.1.C.4. Deliver constructive criticism and voice objections to others' ideas and opinions in a supportive, non-accusatory manner KM. 7 CK.1.C.5. Respond appropriately to positive and negative feedback
Identify the	2-4 weeks			

necessary steps to ensure food safety in a restaurant or foodservice operation		8. 2 Demonstrate food safety and sanitation procedures. 8. 3 Demonstrate industry standards in selecting, using, and maintaining food production and food service equipment.	8.2.4 Use the Hazard Analysis Critical Control Point (HACCP) and crisis management principles and procedures during food handling processes to minimize the risks of foodborne illness. 8.2.7 Demonstrate safe food handling and preparation techniques that prevent cross contamination from potentially hazardous foods and food groups.	KM.CK.2.A.3. Define time and temperature control, and describe actions necessary to provide safe food, such as safe food storage, correct cooking temperatures, correct cooling, and the use of thermometers KM.CK.1.A.12. Recognize the importance of professional appearance and practicing good personal hygiene Successful passing of ServSafe Manager
Leadership and teamwork	2-4 weeks	8.6 Demonstrate implementation of food service management and leadership functions.	8.6.5 Apply human resource policies including rules, regulations, laws, hiring, compensation, overtime, discrimination, and harassment. 8.6.6 Apply human resource policies including rules, regulations, laws, hiring, compensation, overtime,	KM.7.A.1. Describe the dynamics of leadership (Listens well, respects others, supports company values, has a sense of self-worth, responsibility, and accountability, values trust, and human dignity, encourages employees to adopt the company's vision, keeps calm in a crisis, takes responsibility for developing future leaders, teaches and mentors) KM.7.A.3 Describe the professional responsibilities

			discrimination, and harassment. 8.6.7 Apply the procedures involved in staff planning, recruiting, interviewing, selecting, scheduling, performance reviewing, and terminating of employees. 8.6.10 Apply principles of inventory management, labor cost and control techniques, production planning and control, sustainability, and facilities management to planning and front and back of the house operations.	that supervisors have to an operation (professionalism and responsibility to customers and staff) KM.7.A.4. Explain why teamwork is important to the success of restaurant KM.7.A.6. Explain practices for developing effective messages and for managing internal and external communication procedures KM.CK.1.A.8. Identify strategies for dealing with unconscious bias in the workplace
Business fundamentals and working shift standards	2-4 weeks	10. 3 Apply concepts of quality service to ensure customer satisfaction. 10.4 Demonstrate practices and skills involved in hospitality and lodging occupations. 10.6 Demonstrate management of recreation,	10.3.2 Analyze how employee dispositions can impact customer satisfaction. 10.3.3 Apply a system to evaluate and resolve employee, employer, guest, or customer complaints.	RM.6.A.1. Describe how managers should establish priorities RM.6.A.6. Describe methods restaurant managers use to communicate with staff before and throughout the shift (pre shifts, daily huddles, standups, daily logs)

		leisure, and other programs and events.	10.3.4 Analyze effects of customer relations on success of the hospitality, tourism, and or recreation industry. 10.4.4 Apply basic food preparation and service skills in catering operations. 10.4.6 Apply facility management, maintenance, and service skills to hospitality and lodging operations. 10.4.7 Apply time and work management skills to facility service tasks 10.4.8 Analyze sales and marketing functions in hospitality and lodging operations. 10.6.3 Organize resources and information about locations, facilities, suppliers, and vendors for specific services.	RM.6.A.7. Describe the opening, mid, and closing procedures the restaurant manager oversees to prepare for a shift KM.7.B.3. Identify ways to manage conflict and procedures for resolving employee conflicts KM.8.A.2. Identify the importance of operating standards (quality, consistency, setting expectations) KM.8.A.3. Describe ways in which managers can enforce operating standards (policies, procedures) RM.6.D2. Describe how to monitor work performance and provide feedback and on the job training RM.6.D2. Describe how to monitor work performance and provide feedback and on the job training KM.CK.1.A.13. Perform work-related duties according to laws, regulations, contract provisions, and company policies KM.CK.1.A.14.
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			10.6.8 Evaluate overall effectiveness of specific events.	Use company time (time management) and property responsibly
Reservations, Orders, and Payment Processing	2-4 weeks	2.7 Demonstrate the ability to use knowledge and skills to manage one's financial resources effectively for a lifetime of financial security. 8.6 Demonstrate implementation of food service management and leadership functions.	2.7.3 Manage money effectively by developing financial goals and budgets. 8.6.1 Apply principles of purchasing, receiving, and storing in food service operations. 8.6.2 Practice inventory procedures including first in/first out concept, date marking, and specific record keeping. 8.6.10 Apply principles of inventory management, labor cost and control techniques, production planning and control, sustainability, and facilities management to planning and front and back of the house operations.	RM.1.H.2 Identify how to take orders correctly RM.1.H.3 Identify how to handle cash payments RM.1.H.4 Identify how to void transactions RM.1.H.5 Identify how to process credit and debit cards properly RM.1.H.6 Identify how to handle alternative forms of payment (gift cards, coupons, loyalty cards) RM.7.M.1 Determine whether a cash drawer is over or under at the end of a day

-Evaluating and monitoring service quality -Describe quality customer service and the skills that contribute to it	1-2 weeks	8.7 Demonstrate the concept of internal and external customer service.	8.7.1 Analyze the role of quality service as a strategic component of exceptional performance. 8.7.2 Demonstrate quality service techniques and procedures that meet industry standards in the food service industry. 8.7.3 Analyze the relationship between employee attitude and skills and customer satisfaction.	KM.8.F.1 Describe the key areas managers evaluate when assessing service quality (promptness and cleanliness) KM.8.F.4 Describe methods managers use to do service checks throughout the shift KM.8.E.3 Identify way to monitor takeout and delivery quality KM.CK.1.D.5 Explain the importance of making a positive first and last impression with a customer no matter what your position is KM.CK.1.D.6 Notice nonverbal cues that indicate a guest is unhappy with their experience and respond appropriately (bad facial expressions, not eating, etc.) KM.CK.1.E.4 Identify the process for service recovery
-Guest Needs	1-2 weeks		8.7.1 Analyze the role of quality service as a strategic component of exceptional performance. 8.7.2 Demonstrate quality service techniques and	RM E 1.1 Identify internal and external customers RM E 1.2 Provide quality service to both internal and external customers with an attention to friendliness, ambiance, and quality

			procedures that meet industry standards in the food service industry. 8.7.3 Analyze the relationship between employee attitude and skills and customer satisfaction.	RM E 1.3 Display a genuine interest in customer needs RM E 1.4 Identify the basic needs and expectations of guests RM E 1.5 Recognize some customers have special needs and/or dietary needs (allergies, proper child seating, guest with disabilities) RM E 1.6 Describe the importance of menu knowledge when assisting customers with meal selection RM E 1.7 Explain the importance of recognizing loyal, return customers
Identify production and presentation methods	2-4 weeks	8.5 Demonstrate professional food preparation methods and techniques for all menu categories to produce a variety of food products that meet customer needs.	8.5.12. Demonstrate professional plating, garnishing, and food presentation techniques. citeturn0search0 8.5.2. Demonstrate professional skills for a variety of cooking methods, including roasting, broiling, smoking, grilling, sautéing, pan frying, deep frying, braising, stewing, poaching, steaming, and baking,	RM.2.A.2. Convert a recipe to yield smaller quantities RM.2.A.3. Convert a recipe to yield larger quantities KM.CK.4.A.7. Describe the safe and correct use of knives KM.CK.4.A.9. Identify tools and procedures used for prep such as checklists, prep sheets, banquet sheets, event sheets, and par levels KM.CK.5.A.1.

			using professional equipment and current technologies. citeturn0search0 8.5.3. Utilize weights and measurement tools to demonstrate knowledge of portion control and proper scaling and measurement techniques. citeturn0search0 8.5.4. Apply the fundamentals of time, temperature, and cooking methods to cooking, cooling, reheating, and holding a variety of foods.	Identify the components and functions of a standardized recipe KM.CK.5.A.5. Identify cooking stations, menu items, and prep procedures to ensure correct portioning, quality, cooking time, and performance standards· KM.CK.5.A.6. Identify ways to determine if a food item is done cooking KM.CK.5.A.7. Record production data as assigned KM.CK.6.A. Identify how to close the workstation KM.CK.6.A.1. Label, store, and inventory supplies
Products and Services	2-4 weeks	3.5. Demonstrate skills needed for product development, testing, and presentation.	3.5.1. Conduct market research to determine consumer trends and product development needs. 3.5.2. Design or analyze a consumer product 3.5.3.	RM.1.F.1. Define suggestive selling, and give examples of how to do it RM.1.F.2. Describe the importance of having knowledge of the operation's product offerings, including both goods and services RM.1.F.3.

			Analyze features, prices, product information, styles, and performance of consumer goods for potential trade-offs among the components. 3.5.4. Evaluate a product utilizing valid and reliable testing procedures. 3.5.6. Evaluate the labeling, packaging, and support materials of consumer goods. 3.5.7. Demonstrate a product to educate an audience about a new product on the consumer market. 3.5.8. Utilize appropriate marketing and sales techniques to aid consumers in the selection of goods and services that meet consumer needs.	Describe the importance of product knowledge in relationship to preparation of food
Product Ordering, Pricing Decisions, and Procedures	2-4 weeks	3.5 Demonstrate skills needed for product development, testing, and presentation.	3.5.3. Analyze features, prices, product information, styles, and	RM.7.E.1. Identify and describe the correct methods of taking inventory and the various methods of inventory pricing

			performance of consumer goods for potential global impact and trade-offs among the components. 3.5.8. Utilize appropriate marketing and sales techniques to aid consumers in the selection of goods and services that meet consumer needs.	KM.9.A.2. Identify prime cost (total sum of your labor costs and your cost of goods sold (COGS)) RM.10.A.1. Explain the basic steps in the ordering process (ordering policies, electronic ordering systems, use of order guide, product mix, and par levels) RM.10.A.2. Explain the importance of ensuring orders are placed and received on time RM.10.A.4 Explain the factors that affect product pricing (cost, demand, service, quality)
Describe Restaurant Purchasing and Quality Requirements		8.4. Demonstrate menu planning principles and techniques based on standardized recipes to meet customer needs. 8.6. Demonstrate implementation of food service management and leadership functions. 9.6. Demonstrate food science, dietetics, and nutrition management principles and practices.	8.4.5. Prepare requisitions for food, equipment, and supplies to meet production requirements 8.4.7. Apply principles of measurement, portion control, conversions, food cost analysis and control, menu terminology, and menu pricing to menu planning. 8.6.1.	RM.10.B.1. Describe the purchasing process and who should make purchasing decisions (determine product needs, quality, and quantity requirements, selecting vendors) RM.10.B.2. Identify internal and external factors that impact the purchasing process and the decision to make or buy premade products (employee skills, facilities, market conditions, etc.) RM.10.B.3. Explain the importance of consistently

			Apply principles of purchasing, receiving, issuing, and storing in food service operations. 8.6.2. Practice inventory procedures including first-in/first-out (FIFO) concept, date marking, and specific record keeping 8.6.10. Apply principles of inventory management, labor cost and control techniques, production planning and control, and facilities management to front and back of the house operations 9.6.3. Apply standards for food quality 9.6.8. Establish par levels for the purchase of supplies based on an organization's needs.	purchasing products of the correct quality, and describe how the establishment of quality standards is an important first step in defining quality needs RM.10.B.4. Explain the importance of ethical concerns in purchase decision making (ethics and legality in purchasing) RM.10.E.4. Outline the process for calculating plate cost RM.10.E.5. Explain how managers forecast beverage and food sales RM.10.E.9. Describe the tools managers use to estimate food production levels (sales forecasts, historical data, menu-mix analysis, etc.)
Marketing and Pricing, Calculating Selling Prices		3.5. Focuses on demonstrating skills needed for product	3.5.3. Analyze features, prices, product	RM.13.A.2. Explain the importance of proper pricing (price as a signal to buyers, considering

		development, testing, and presentation	information, styles, and performance of consumer goods for potential trade-offs among the components. 3.5.8. Utilize appropriate marketing and sales techniques to aid consumers in the selection of goods and services that meet consumer needs	food and labor costs, etc.)
Menu Design and Labeling		8.4 focuses on demonstrating menu planning principles and techniques based on standardized recipes to meet customer needs.	8.4.6. Create standardized recipes that meet industry standards. 8.4.7. Apply principles of measurement, portion control, conversions, food cost analysis and control, menu terminology, and menu pricing to menu planning.	RM.13.B.1. Describe the principles of effective menu layout and design RM.13.B.2. Describe the federal legislation that governs menu, nutrition labeling, and truth-in-menu practices in restaurants and foodservice operations (Nutrition Labeling and Education Act) RM.9.D.4. Describe the procedure used to analyze a menu sales mix RM.9.D.5. State the process used to make needed modifications to menu items and prices
The Marketing Plan		8.6 Demonstrate implementation of food	8.6.8. Implement marketing plans for food service	RM.13.G.2. Describe how to develop and implement a marketing plan

		service management and leadership functions.	operations.	RM.13.I.1. List the steps to develop and manage an effective customer feedback program RM.13.M.3. Explain the importance of developing an effective guest loyalty program
Evaluating the Marketing Impact		8.6 Demonstrate implementation of food service management and leadership functions.	8.6.10. Apply principles of inventory management, labor cost and control techniques, production planning and control, sustainability, and facilities management to planning and front and back of the house operations.	RM.13.D.2. Identify the areas managers assess when evaluating their marketing efforts and the tools used to do this (systematic assessment of marketing results, customer feedback, etc.) RM.13.F.1. Explain the importance of assessing marketing-related return on investment (ROI) (calculating ROI for different marketing options)
Operational Law		8.2 Demonstrate food safety and sanitation procedures.	8.2.11 Demonstrate ability to maintain necessary records to document time and temperature control, HACCP, employee health, maintenance of equipment, and other elements of food preparation, storage, and presentation.	RM.8.A.1. Describe federal, state, and local laws that regulate restaurant operations

Academic Standards Alignment

Colorado CTE courses are required to integrate academic and essential skills into course content. The following academic standards have been identified as aligned to this course and should be integrated throughout instruction.

[CO CTE Academic Standards Resources](#) (Rubrics, integration strategies, etc)

[CDE Colorado Academic Standards Online](#) (Online standards lookup tool)

Reading, Writing, & Communicating

Standard 1: Oral Expression and Listening

- **Prepared Graduate 1:** Collaborate effectively as group members or leaders who listen actively and respectfully; pose thoughtful questions, acknowledge the ideas of others; and contribute ideas to further the group's attainment of an objective.
- **Prepared Graduate 2:** Deliver effective oral presentations for varied audiences and varied purposes.

Standard 2: Reading for All Purposes

- **Prepared Graduate 4:** Read a wide range of informational texts to build knowledge and to better understand the human experience.

Standard 3: Writing and Composition

- **Prepared Graduate 9:** Demonstrate mastery of their own writing process with clear, coherent, and error-free polished products.

Standard 4: Research Inquiry and Design

- **Prepared Graduate 10:** Gather information from a variety of sources; analyze and evaluate its quality and relevance; and use it ethically to answer complex questions.

Note: Mathematics and Science standards will be added in the future. Visit the [Colorado Academic Standards](#) page for the most current version.