



# Atlantic Technical College

## Professional Culinary Arts & Hospitality

### Program Syllabus

### 2017-2018



<b>Instructor Name:</b> Tiffany Bowling <b>Department Name:</b> Commercial Foods and Culinary Arts <b>Office/Classroom Location:</b> Building 4, Room 142A <b>Phone Number:</b> 754-321-5110 office <b>Email Address:</b> tiffany.bowling@browardschools.com	<b>Instructor Office Hours:</b> M-F: 1:50 PM – 3:05 PM
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<b>Student Hours:</b>  <p style="text-align: center;"><b>Monday – Friday</b></p> <p style="text-align: center;"><b>Class Hours:</b> 7:05 AM – 10:05 AM</p> <p style="text-align: center;"><b>Break:</b> 10:05 AM – 10:20 AM</p> <p style="text-align: center;"><b>Lunch:</b> 10:20 AM – 10:50a AM</p> <p style="text-align: center;"><b>Class Hours:</b> 10:50 AM – 1:50 PM</p> <p style="text-align: center;"><b>Testing, Computer Lab &amp; Tutoring:</b> 1:50 PM – 2:35 PM</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3"><b>Program Name:</b> Commercial Foods and Culinary Arts</td> </tr> <tr> <td style="width: 10%;"><b>OCPs</b></td> <td style="width: 80%;"><b>Course Names</b></td> <td style="width: 10%;"><b>Hours</b></td> </tr> <tr> <td style="text-align: center;">A</td> <td>HMV0100, Food Preparation</td> <td style="text-align: center;">300</td> </tr> <tr> <td style="text-align: center;">ACF</td> <td>           Basic Baking            Beverage Management            Business and Math Skills            Dining Room Service            Food Preparation            Human Relations Management            Introduction to the Hospitality Industry            Menu Planning            Purchasing and Receiving            Sanitation         </td> <td></td> </tr> </table>	<b>Program Name:</b> Commercial Foods and Culinary Arts			<b>OCPs</b>	<b>Course Names</b>	<b>Hours</b>	A	HMV0100, Food Preparation	300	ACF	Basic Baking Beverage Management Business and Math Skills Dining Room Service Food Preparation Human Relations Management Introduction to the Hospitality Industry Menu Planning Purchasing and Receiving Sanitation	
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**Course Description:**  
 The course is designed to instruct the student in the fundamentals of food preparation and cooking. The students will produce stocks, sauces, soups, entrees, vegetables and starches in all the cooking methods. Emphasis will be placed on sanitation, safety, and knife skills while preparing meals for the cafeteria. Each student will be guided through the program learning the different styles of service and gain knowledge of cooking equipment.

**Technical College Policy/Adult Student Attendance:**

- A student must be withdrawn after being absent for six (6) consecutive days.
- Two (2) additional absences may be allowed under certain circumstance with appropriate documentation.
- Please refer to the Student Handbook for postsecondary students.  
<http://www.atlantictechnicalcollege.edu/atc-student-handbook/>

**Magnet High School/Attendance Policy:**  
 A student who has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month, or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period, may be exhibiting a pattern of non-attendance according to (F.S.1003.26 (1) (b)) and the School Board of Broward County, Policy 5.5.

<b>Required Book(s) and/or Online Access:</b> <ul style="list-style-type: none"> <li>• <i>On Cooking</i> textbook, 5<sup>th</sup> Edition</li> <li>• <i>On Cooking</i> activity book, 5<sup>th</sup> Edition</li> <li>• <i>Servsafe Manager</i>, 6<sup>th</sup> Edition</li> </ul>	<b>Required Materials/Supplies:</b> Purchased from the ATC Bookstore: <ul style="list-style-type: none"> <li>• Professional knife kit</li> <li>• Thermometer</li> <li>• Chef pants, chef coat, apron and chef hat. Notebook and writing utensils including pens, pencils and permanent marker.</li> </ul> Not Purchased from ATC Bookstore: <ul style="list-style-type: none"> <li>• Non-slip closed shoes</li> </ul>
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*All required books and most materials/supplies can be purchased from the ATC bookstore.  
 Stop by during operational hours for pricing and purchasing information.*

<b>Grading System:</b> A 90 - 100% B 80 - 89% C 70 - 79% D 60 - 69% F 0 - 59% I Incomplete	<b>Additional Program Specific Grading Information:</b> Class/Lab Participation: 50 % Practical Exam: 15 % Attendance: 10 % Weekly Quiz: 10 % Written Final Exam: 10 % Activity Book/Research Paper: 5 %
<b>Online Course Grading Policy:</b> Late submission of online work will result in one full letter grade reduction.	
<b>View Your Grades:</b> <b>Grades can be viewed online by following the directions below:</b> 1. Go to <a href="https://browardfocus.com">https://browardfocus.com</a> (access FOCUS using Chrome, Firefox or Safari) 2. Student ID which is on your student schedule. 3. Passcode: Student's date of birth formatted as YYYYMMDD. <i>Four digits for the year, two digits for the month and two digits for the day.</i>	
<b>Classroom/Lab Rules:</b> Refer to classroom management handout.	
<b>Industry Certification &amp; State Credential Exam Cost:</b> <ul style="list-style-type: none"> <li>• Servsafe Manager- \$95.00</li> </ul> <p><i>You may qualify for certification reimbursement of your exam cost(s) upon passing. Credential fees are subject to change.</i></p>	<b>Outstanding Student Recognition Information:</b> A gold seal will be applied to a Program Completion Certificate or an Applied Technology Diploma if the student has earned a 3.5 GPA or higher in their Career and Technical Education (CTE) classes.

<b>Program Name: Commercial Foods and Culinary Arts</b>	
<b>Course Number:</b> HMV0100 <b>Course Name:</b> Food Preparation <b>Occupational Completion Point:</b> A <b>Intended Outcomes:</b> (From FL DOE Curriculum Framework) The student will be able to: <ol style="list-style-type: none"> <li>01.0 Identify career and employment opportunities.</li> <li>02.0 Exhibit the ability to follow state mandated guidelines for food service.</li> <li>03.0 Demonstrate and incorporate workplace safety procedures.</li> <li>04.0 Demonstrate personal productivity.</li> <li>05.0 Utilize operational systems.</li> <li>06.0 Use and care for commercial tools and equipment.</li> <li>07.0 Describe the principles of basic food science.</li> <li>08.0 Demonstrate how to read, follow, and prepare recipes.</li> </ol>	

<b>Intended Outcomes from American Culinary Federation Education Foundation:</b> <b>Basic Baking</b> The student will be able to: <ol style="list-style-type: none"> <li>2. Identify equipment and utensils used in baking and discuss proper use and care.</li> <li>3. Demonstrate proper selection of equipment and utensils for specific application.</li> <li>5. Demonstrate proper scaling and measurement techniques.</li> <li>6. Apply basic math skill to recipe conversions.</li> </ol> <b>Intended Outcomes from American Culinary Federation Education Foundation:</b> <b>Beverage Management</b> The student will be able to: <ol style="list-style-type: none"> <li>1. Evaluate the relationship of beverages to food.</li> </ol>
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**Intended Outcomes from American Culinary Federation Education Foundation:**

**Business and Math Skills**

The student will be able to:

1. Perform basic math functions.
2. Calculate food costs and percentages to determine selling prices.
3. Perform recipe yield conversions.
4. Perform the process of recipe costing.
5. Determine selling price of menu items.

**Intended Outcomes from American Culinary Federation Education Foundation:**

**Dining Room Service**

The student will be able to:

1. Demonstrate the general rules of table settings and service.
2. Describe American, English, French and Russian Service.
3. Discuss service methods such as banquets, buffets and catering and a la carte.
4. Explain inter-relationships and work flow between dining room and kitchen operations.

**Intended Outcomes from American Culinary Federation Education Foundation:**

**Food Preparation**

The student will be able to:

1. Demonstrate knife skills, hand tool and equipment operation, emphasizing proper safety techniques.
2. Identify the parts/components of a recipe.
3. Describe and use a standardized recipe.
4. Identify and use utensils, pots and pans and demonstrate safe practices using stoves, mixers, ovens, etc.
33. Utilize standard weights and measures to demonstrate proper scaling and measurement techniques.
34. Identify and use herbs, spices, oils and vinegar, condiments, marinades and rubs.

**Intended Outcomes from American Culinary Federation Education Foundation:**

**Human Relations Management**

The student will be able to:

1. Perform mock interviews; prepare resumes, job applications and cover letters.

**Intended Outcomes from American Culinary Federation Education Foundation:**

**Introduction to the Hospitality Industry**

The student will be able to:

1. Describe the various cuisines and contributions of leading culinarians.
2. Identify professional organizations within the field; explain purposes and benefits.
3. Outline the organization, structure and functional areas in various hospitality organizations as a perspective for later courses in menu planning, purchasing, food production and service, food and beverage controls, management, etc.
4. Evaluate career opportunities through participation in field trips and guest speakers in class.
5. Discuss / evaluate industry trends as they relate to career opportunities and the future of the industry.
6. Discuss and evaluate industry trade periodicals.
7. Discuss professional ethics practiced in the industry.

**Intended Outcomes from American Culinary Federation Education Foundation:**

**Menu Planning**

The student will be able to:

1. List basic menu planning principals.
2. Apply principals of nutrition to menu development.
3. Discuss Menu Planning resources (Internet, professional and vendors).

**Intended Outcomes from American Culinary Federation Education Foundation:**

**Purchasing and Receiving**

The student will be able to:

1. Explain regulations for inspecting and grading of meats, poultry, seafood, eggs, dairy products, fruits and vegetables.

2. Evaluate received goods to determine conformity with user specifications.
3. Receive and store fresh, frozen, refrigeration and staple goods. Describe the importance of receiving and inspecting product as it enters the facility.
4. Conduct yield and quantity tests on items such as canned, fresh, frozen and prepared products.
5. Explain the procedures for rotation of stock and for costing and evaluating, including FIFO and LIFO.
6. Define and describe par stock.
7. Describe proper procedures of issuing product according to requisition.
8. Describe current computerized systems for purchasing and inventory control.

**Intended Outcomes from American Culinary Federation Education Foundation:**

**Sanitation**

The student will be able to:

1. Identify microorganisms which are related to food spoilage and food-borne illnesses; describe their requirements and methods for growth.
2. List and describe symptoms common to food-borne illness and list various ways these illnesses can be prevented.
3. List and define the fundamentals for good personal hygiene.
4. Demonstrate good personal hygiene and health habits in a laboratory setting.
5. Demonstrate acceptable procedures when preparing potentially hazardous foods to include time/temperature principals.
6. List the major causes of food spoilage.
7. Define food spoilage indicators.
8. Outline the flow of food through an establishment and list the various ways contamination may be prevented along the pathway.
9. Outline the requirements for proper receiving and storage of both raw and prepared foods.
10. Recognize sanitary and safety design and construction features of food production equipment and facilities. (i.e., NSF, UL, OSHA, ADA, etc.).
11. Describe types of cleaners and sanitizers and their proper use.
12. Review Safety Data Sheets (SDS) and explain their requirements in handling hazardous materials. Discuss right-to-know laws.
13. Identify proper methods of waste disposal and recycling.
14. Describe appropriate measures for insects, rodents and pest control eradication.
15. Conduct a sanitation self-inspection and identify modifications necessary for compliance with standards.
16. List common causes of typical accidents and injuries in the foodservice industry and outline a safety management program.
17. Demonstrate appropriate emergency policies for kitchen and dining room injuries.
18. Describe appropriate types and use of fire extinguishers used in the foodservice area.
19. Review laws and rules of the regulatory agencies governing sanitation and safety in foodservice operation.

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, national origin, marital status, race, religion, sex or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Education Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158. Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

## **Student Acknowledgement for Food Preparation HMV01000**

I have carefully read the syllabus for this course as well as the Broward Technical Colleges Student Handbook and the Commercial Foods and Culinary Arts Program General Guidelines and Regulations. I understand the school, program, and course expectations as well as the consequences for not following these expectations.

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**Student Name (printed)**

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**Date**

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**Student Signature**

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**Parent Signature**  
**(For high school students only)**