



**Atlantic Technical College and Technical High School**  
**Professional Culinary Arts & Hospitality**  
**Program Syllabus**  
**2020 - 2021**



**Instructor Name:** Raymond Willey  
**Department Name:** Professional Culinary Arts & Hospitality  
**Office/Classroom Location:** Portable 5  
**Phone Number:** 754-321-5100 Ext. 493-3166  
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**Instructor Office Hours:**  
M/T/TH/F –2:20 pm – 3:00 pm  
By appointment

**Student Hours:**  
**Monday – Friday**  
**Class Hours:** 7:30 AM – 8:15 AM  
**Break:** 8:15 AM – 8:35 AM  
**Class Hours:** 8:35 AM – 10:35 PM

<b>Program Name:</b> Professional Culinary Arts & Hospitality		
OCPs	Course Names	Hours
A	HMV0100 Food Preparation	300
B	HMV0170 Cook – Restaurant <a href="#">Professional Culinary Arts &amp; Hospitality (N100500)</a> (RTF)	300

<b>American Culinary Federation Educational Foundation:</b>	
ACF Standards	<ul style="list-style-type: none"> <li>• Beverage Management</li> <li>• Business and Math Skills</li> <li>• Dining Room Service</li> <li>• Food Preparation</li> <li>• Human Relations Management</li> <li>• Introduction to the Hospitality Industry</li> <li>• Menu Planning</li> <li>• Nutrition</li> <li>• Sanitation</li> </ul>

**Course Description**  
Students will be instructed in the fundamentals of Food Safety and Sanitation, and Food Preparation. Students will be able to identify direct contamination, cross contamination and the causes of food borne illnesses, enabling them to handle foods in a safe manner. In addition, they will have an introduction to the artistic and decorative side of food preparation. Students will master the ability to read and follow directions in the culinary field, while being introduced to the basic skills of Garde Manger. Students will gain competency in culinary terms, equipment, utensil use and preparation of various charcuterie foods as well as salads. They will understand the basic characteristics and functions of the major nutrients and be able to apply nutrient principles to menu planning and food preparation.

**Magnet High School/Attendance Policy:**

- A student who has had at least five (5) 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.
- Please refer to the Student Handbook for postsecondary students.  
<http://www.atlanticttechnicalcollege.edu/atc-student-handbook/>

**Required Book(s) and/or Online Access:**

- *On Cooking* textbook, 6<sup>th</sup> Edition
- *ProStart/ Foundations 1*
- *ServeSafe Manager*, 7<sup>th</sup> Edition
- *Nutrition*, 2<sup>nd</sup>. Edition, National Restaurant Association

**Required Materials/Supplies:**

- Thermometer
- Two-inch (2”) black binder with a minimum of twelve (12) dividers to be used only for this course materials (Recipes, Baking formulas, handouts, etc.)
- Chef pants, chef coat, apron and chef hat. Notebook and writing utensils including pens, pencils and permanent marker, Non-slip closed shoes

<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: 40 % Attendance 10% Practical Exam: 15 % Written Final Exam: 15 % Online Assignments, Quizzes And E-Portfolio 20 %
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**Online Course Grading Policy: Online Course Grading Policy:**  
Late submission of online work will result in one full letter grade reduction. Plagiarism will not be tolerated. If someone else said it or wrote it, it must be cited. Culinary Arts uses MLA formatting. Some great tools to assist are [www.easybib.com](http://www.easybib.com) and [www.citationmachine.net](http://www.citationmachine.net)

**View Your Grades:**  
**Grades can be viewed online by following the directions below:**

1. Go to Clever Single Sign On Website link: <https://sso.browardschools.com> and login:
  - a. Username: 10-digit student ID number
  - b. Password: PMM/DD/YYYY (or your personally created password after initial login)
2. Click on the FOCUS app on your Clever opening page.  
(You may need to scroll-down the page to see the FOCUS app.)
3. Enter your FOCUS username and password.

*NOTE:* If the Focus App. is not visible after logging into Clever, please navigate to the Broward Focus website directly:  
<https://broward.focusschoolsoftware.com/focus/>.

**Classroom/Lab Rules:**  
Refer to classroom management handout.

<b>Industry Certification &amp; State Credential Exam Cost:</b> <i>ServSafe, Manager, 7<sup>th</sup> edition</i>	<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.
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**Program Name:** Commercial Foods and Culinary Arts/ Professional Culinary Arts & Hospitality

**Course Number:** HMV0100/ HMV0170  
**Course Name:** Food Preparation and Cook/ Food - Restaurant  
**SOC Code:** 35-2021  
**Intended Outcomes:** (From FL DOE Curriculum Framework)  
The student will be able to:

- 01.0 Identify career and employment opportunities
- 02.0 Exhibit the ability to follow state mandated guidelines for food service
- 03.0 Demonstrate and incorporate workplace safety procedures
- 04.0 Demonstrate personal productivity
- 05.0 Utilize operational systems
- 06.0 Use and care for commercial tools and equipment
- 07.0 Describe the basic principles of food science
- 08.0 Demonstrate proficiency in culinary math
- 09.0 Describe the basic principles of nutrition.
- 10.0 Identify and explain front-of-the house and back of the house duties.
- 11.0 Prepare and present food and beverage items to meet creativity aspects as well as quality standards.
- 12.0 Exhibit and utilize safe, secure, and sanitary work procedures.
- 13.0 Apply principles of food science in cooking and baking techniques.
- 14.0 Apply principles of nutrition in menu planning, cooking, and baking.
- 15.0 Perform front-of-the-house duties.
- 16.0 Perform back-of-the-house and inventory duties.
- 17.0 Research college and career advancement opportunities in professional cooking and baking.
- 18.0 Follow food identification, selection, purchasing, receiving, storing, and inventory guidelines.
- 19.0 Practice advanced cooking and baking techniques.
- 20.0 Apply scientific principles in cooking and baking.

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

**Basic Baking**

The student will be able to:

2. Identify equipment and utensils used in baking and discuss proper use and care.
3. Demonstrate proper selection of equipment and utensils for specific application.
5. Demonstrate proper scaling and measurement techniques.
6. Apply basic math skill to recipe conversions.

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

**Beverage Management**

The student will be able to:

1. Evaluate the relationship of beverages to food.

**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 workflow 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:**

**Garde Manager**

The student will be able to:

1. Identify tools and equipment used in Garde Manger, emphasizing safety and sanitation procedures.
2. Define and describe hors d'oeuvre, appetizers, and canapes.
3. Explain the importance of presentation and garnishing for hors d'oeuvres, appetizers, and canapes.
4. Prepare a variety of hors d'oeuvre, appetizers, canapes and basic garnishes.
5. Evaluate the quality of hors d'oeuvre, appetizers, canapes and basic garnishes.
6. Define aspic jelly and describe its functions. Demonstrate fundamental skills in the preparation and uses of aspic.
7. Evaluate the quality of aspic jelly and items coated with it.
8. Define and describe forcemeat and its various forms including pate, terrine, galantine, mousseline, and sausage.
9. Prepare and present a variety of forcemeat products.

10. Evaluate the quality of forcemeat products.
11. Demonstrate food presentation techniques using a variety of plates, platters and trays.
12. Evaluate the quality of prepared plates, platters and trays.
13. Produce decorative centerpieces.
14. Define and describe various methods in which food is preserved.
15. Prepare foods for preservation and prepared preserved foods.
16. Evaluate the quality of preserved foods.
17. Define and describe a variety of cheese categories.
18. Discuss how various cheeses are made and their uses.
19. Use cheese as an ingredient in recipes.
20. Taste various cheeses and evaluate their quality.

**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 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 Cook/Restaurant HMV01700**

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/Professional Culinary Arts & Hospitality 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)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student Signature**

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