



## Atlantic Technical College Professional Culinary Arts & Hospitality Program Syllabus 2021-2022



<p><b>Instructor Name:</b> Stephen Williamson CMB.  <b>Department Name:</b> Professional Culinary Arts &amp; Hospitality  <b>Office/Classroom Location:</b> Bld. 3, 134F  <b>Phone Number:</b> 754-321-5100 ext. 493-3012  <b>Email:</b> <a href="mailto:stephenwilliamson@browardschools.com">stephenwilliamson@browardschools.com</a></p>	<p><b>Instructor Office Hours:</b> M-F: 1:50 PM – 2:30 PM</p>								
<p><b>Student Hours:</b></p> <p style="text-align: center;"><b>Monday – Friday</b></p> <p style="text-align: center;"><b>Morning Class Hours:</b> 7:05 AM – 10:05 AM  <b>Break:</b> 10:05 AM – 10:20 AM  <b>Lunch:</b> 10:20 AM – 10:50 AM  <b>Afternoon Class Hours:</b> 10:50 AM – 1:50 PM</p>	<p><b>Program Name:</b> Professional Culinary Arts &amp; Hospitality</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">OCPs</th> <th style="width: 70%;">Course # and Name</th> <th style="width: 15%;">Hours</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">D</td> <td>HMV0126, Food Service Management</td> <td style="text-align: center;">300</td> </tr> </tbody> </table> <p><b>American Culinary Federation Educational Foundation</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 15%;">ACF Standards</td> <td>Basic Baking Intro to Food Service Sanitation and Safety Business and Math Skills Food Preparation Nutrition</td> </tr> </tbody> </table>	OCPs	Course # and Name	Hours	D	HMV0126, Food Service Management	300	ACF Standards	Basic Baking Intro to Food Service Sanitation and Safety Business and Math Skills Food Preparation Nutrition
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ACF Standards	Basic Baking Intro to Food Service Sanitation and Safety Business and Math Skills Food Preparation Nutrition								
<p><b>Course Description:</b>  This course is designed to instruct the student in the methods of preparation of quick breads, yeast breads, pies, fine pastries, cookies, cakes, frostings, custards, frozen desserts and sauces. Emphasis will be placed on the accuracy of following a formula, measuring and weighing of product, plate presentation and garnishes while preparing desserts for the cafeteria, ala carte dining, and catered events. Also, a component on food costing and inventory control is included in the bake shop curriculum.</p>									
<p><b>Technical College Policy/Adult Student Attendance:</b></p> <ul style="list-style-type: none"> <li>A student must be withdrawn after being absent for six (6) consecutive days.</li> <li>Two (2) additional absences may be allowed under certain circumstance with appropriate documentation.</li> <li>Please refer to the Student Handbook for postsecondary students.  <a href="http://www.atlantictechnicalcollege.edu/atc-student-handbook/">http://www.atlantictechnicalcollege.edu/atc-student-handbook/</a></li> </ul>									
<p><b>Required Book(s) and/or Online Access:</b></p> <ul style="list-style-type: none"> <li><i>On Cooking</i> textbook, 6<sup>th</sup> Edition</li> </ul>	<p><b>Required Materials/Supplies:</b></p> <p>Purchased from the ATC Bookstore:</p> <ul style="list-style-type: none"> <li>Professional knife kit</li> <li>Thermometer</li> <li>Chef pants, chef coat, apron and hat.</li> <li>Notebook and writing utensils (including pens, pencils and permanent marker).</li> </ul> <p>Not Purchased from ATC Bookstore:</p> <ul style="list-style-type: none"> <li>Non-slip black closed toe shoes</li> </ul>								
<p><i>All required books and most materials/supplies can be purchased from the ATC bookstore.  Stop by during operational hours for pricing and purchasing information or visit:  <a href="https://www.atlantictechnicalcollege.edu/bookstore-price-list/">https://www.atlantictechnicalcollege.edu/bookstore-price-list/</a>.</i></p>									

<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> Attendance 10% Lab 35% Pearson Online/ D2L Quizzes 20% E-Portfolio and Written Assignments 10% Practical Exam 15% Final Exam <u>10%</u> <b>Total 100%</b>
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**Online Course Grading Policy:**

Late submission of online work will result in one full letter grade reduction.

**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.

**Industry Certification & State Credential Exam Cost:**

- ServeSafe Manager - \$95.00

*You may qualify for certification reimbursement of your exam cost(s) upon passing. Credential fees are subject to change*

**Outstanding Student Recognition Information:**

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.

**Program Name:** Professional Culinary Arts & Hospitality

**Course Number:** HMOV0126

**Course Name:** Food Service Management

**Occupational Completion Point:** D

**Intended Outcomes:** (From FL DOE Curriculum Framework)

The Student will be able to:

- 26.0 Demonstrate Bakery Goods and Dessert Preparation Skills.
- 27.0 Demonstrate management skills.
- 28.0 Comply with laws and regulations specific to the food service and hospitality industry.
- 29.0 Develop a business plan.
- 30.0 Create and prepare menus for various nutritional needs.
- 31.0 Utilize cost-control techniques to maximize profitability.
- 32.0 Interpret and incorporate guidelines and policies for food service establishments.
- 33.0 Compare and analyze the relationship of nutrition to wellness.
- 34.0 Develop and prepare menus for customers on special diets.
- 35.0 Compare and menus of food establishments.

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

### **Basic Baking**

The student will be able to:

1. Define baking terminology.
2. Identify tools, equipment used in commercial baking and demonstrate handling, safety, sanitation, storage.
3. Identify baking ingredients and explain their function in the formulation of baking and pastry recipes.
4. Demonstrate math skills that apply to baking, including scaling, measuring and baker's percentage.
5. Breads & Yeast Products:
  - a. Describe the process of bread production with natural and chemical leavening agent including the mixing methods.
  - b. Describe the process of making laminated doughs.
  - c. Produce an assortment of natural and chemical leavened breads and laminated doughs.
  - d. Assess and evaluate the quality of natural and chemical leavened breads and laminated doughs.
6. Pies and tarts:
  - a. Define and describe the various types of pies and tarts and explain the process of making different types of pie crusts, including the mixing methods.
  - b. Produce a variety of pies and tarts utilizing different mixing methods and types of fillings.
  - c. Assess and evaluate the quality of the finished products produced.
7. Cookies and Brownies:
  - a. Describe the variety of cookie types and the mixing methods utilized to produce them.
  - b. Produce a variety of cookies utilizing various mixing methods.
  - c. Assess and evaluate the quality of the cookies produced.
8. Cakes and Icings:
  - a. Describe the variety of cake types and the mixing methods utilized to produce them.
  - b. Describe the variety of icings and toppings available in and covering various cakes.
  - c. Prepare a variety of cakes utilizing the various mixing methods and finish each cake with a variety of icings, and toppings.
  - d. Demonstrate basic cake decorating skills in icing a cake.
  - e. Assess and evaluate the quality and decorative skills of the finished cakes.
9. Custards, Creams and Sauces:
  - a. Describe the various types of custards, creams and sauces available in the bakeshop.
  - b. Prepare an assortment of custards, creams and sauces used as part of pastry items or to accompany pastry items.
  - c. Assess and evaluate the final products when applied to the accompanying pastries.
10. Assorted Pastries:
  - a. Define and describe pastry items to include pate choux, meringue, phyllo, and batters (pancake, waffle, fritters, and crepes) and explain the method of preparing these items.
  - b. Prepare a variety of pastry items, including eclairs or cream puffs, meringues, phyllo, and batters, as well as fillings, icings, and garnishes.
  - c. Assess and evaluate the quality of the finished products to include all of these items.
11. Utilize safety and sanitation practices when preparing, baking and serving all food items in the professional bakeshop.
12. Discuss recipe modification to create nutritionally beneficial alternatives to baked goods and desserts.

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

### **Intro to Food Service**

The student will be able to:

3. Discuss and evaluate the importance of professional ethics as it applies to the foodservice industry.
5. Identify and describe professional organizations associated with the hospitality and foodservice profession, and discuss these organizations' roles in preparing and advancing one's career in the industry.
6. Evaluate the types of professional career opportunities in the hospitality and foodservice industry with support of guest speakers, field trips and stages.

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

### **Sanitation and Safety**

The student will be able to:

2. Demonstrate acceptable procedures when preparing potentially hazardous foods to include time/temperature principles.
3. Demonstrate good personal hygiene and health habits in a laboratory setting to include hand washing.
6. List the major reasons for and recognize signs of food spoilage and contamination.
8. Review Safety Data Sheets (SDS) and explain their requirements in handling hazardous materials.

Discuss right-to-know laws.

10. Demonstrate appropriate emergency policies for kitchen and dining room injuries.
13. Review and apply the laws and rules of the regulatory agencies governing sanitation and safety in a foodservice operation.

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

### **Business and Math Skills**

The student will be able to:

1. a. Perform basic math functions to include fractions, weights and measurements.  
b. Demonstrate competency of scaling, measuring, weighing ingredients with a portion scale.
2. a. Evaluate the components and functions of a standardized recipe  
b. Convert recipes using a yield formula to increase and decrease quantities.  
c. Cost a recipe giving the overall cost, individual cost and menu sales price.  
d. Calculate food cost to determine selling price using the factor method and/or percentage method.  
e. Determine the amounts of product needed in a baking and pastry recipe using the baker's percentage method.
3. Determine a butcher yield percentage to track cooking and carving loss, and determine the new yield and cost per lb.
4. a. Determine beverage costs and percentages.  
b. Determine labor costs and percentages to include employee meals, benefits, fixed and variable labor hours.
5. Define controllable or variable expenses and discuss how prime costs can contribute to the overall variable costs.
6. Define and describe a profit/loss statement and assess how it is used to determine profitability in a foodservice operation.
7. Prepare a yearly budget to include food, beverage, and labor, controllable and fixed costs while determining profit.
8. Perform costing calculations utilizing current technology.
9. Identify marketing techniques to increase sales and profitability of restaurant operations.

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

### **Food Preparation**

The student will be able to:

1. Identify tools, small and large equipment used in a professional kitchen and demonstrate proper handling of these items to include safety, sanitation, and storage.
2. Demonstrate proficiency in using knives and small wares to achieve professional quality results when producing classical knife cuts used in various food preparation and cooking.  
b. Demonstrate zesting, and segmenting fruit.
5. Define mise en place and demonstrate a combination of organizational skills, preparedness, and timing when it comes to food preparation, cooking and serving.  
a. Assess these skills through a well-developed rubric
12. Utilize safety and sanitation practices when preparing, cooking and serving all food items in the professional kitchen.
13. Demonstrate the proper process in cooling, storing, labeling and dating, and reheating food utilizing the proper sanitary procedures when working with all food items.
16. In the preparation of food items, demonstrate effective techniques in presenting food that maximizes the flavor and esthetic quality of the products used.

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

**Nutrition**

The student will be able to:

5. Identify common food allergies and determine appropriate substitutions. (i.e. gluten, sugar, lactose free).

## **Student Acknowledgement for Food Service Management HMV01260**

I have carefully read the syllabus for this course as well as the Broward Technical Colleges Student Handbook and the 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)**

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**Date**

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**Student Signature**

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