

HMV0100 - FOOD PREPARATION

OCCUPATIONAL COMPLETION POINT A | 300 HOURS

SYLLABUS

School / Program	Atlantic Technical College & Technical High School / Professional Culinary Arts & Hospitality
Instructor	Davi J. Barbieri, CEC, MBA
Class Schedule	Class times: 7:05 – 10:00, 10:30 – 1:55. Office hours: 1:50 – 2:30 or to be arranged
Room / Lab	Portable 5, Cold Foods Kitchen and Hot Foods kitchen
Instructor Contact	Email: david.barbieri@browardschools.com Classroom Phone: 754-321-5100
School Year	2026-2027

Course Information

Course Number	HMV0100	OCP	A
Course Title	Food Preparation	Total Program Hours	1200 Hours, 300 hours in OCP A, B, C, D
Document Scope	9 Week Term	Credential Focus	ServSafe Manager Certification
Primary Delivery	Classroom, Canvas, demonstrations, and Kitchen laboratory	Mastery Target	70% to pass certification examination
Program Emphasis	Safety, employability, tools, food science, and culinary math	Assessment	Written and practical evidence

This syllabus governs HMV0100, Occupational Completion Point A, Food Preparation. The complete OCP consists of 300 hours. During this opening phase, students build the professional, food-safety, workplace-safety, operational, equipment, food-science, and math foundations required for later culinary production.

PROFESSIONAL STANDARD: The classroom and kitchen are treated as professional workplaces. Students are evaluated on knowledge, safety, reliability, teamwork, care of facilities, and the quality of their work habits.

Course Description Purpose

HMV0100 introduces students to the structure and expectations of the foodservice and hospitality industry. Students examine career pathways, the kitchen brigade, professional organizations, food-handler responsibilities, workplace safety, operational systems, tools and equipment, flavor fundamentals, and the mathematics used in commercial kitchens. We deliberately place ServSafe Manager food-safety learning early in the sequence so that students understand and demonstrate safe practices before participating in expanded food preparation activities.

Student Learning Outcomes

- Describe major foodservice career pathways, industry trends, the kitchen brigade, required training, and professional organizations.
- Demonstrate personal hygiene, employee-health awareness, safe food handling, allergen controls, cross-contamination prevention, and time-temperature control.
- Prepare for and, when authorized by the school and department, complete the ServSafe Food Protection Manager Certification process, including required training and the proctored certification examination.
- Apply workplace-safety procedures involving first aid, slips and falls, fire, lifting, chemicals, waste disposal, SDS records, and OSHA Hazard Communication concepts.

- Demonstrate punctuality, dependability, professional appearance, integrity, teamwork, etiquette, and acceptance of constructive feedback.
- Use mise en place, par-stock concepts, security practices, and basic operational systems.
- Identify, use, clean, sanitize, and maintain commercial tools and equipment safely.
- Explain taste, aroma, food preferences, and the appropriate use of herbs, spices, oils, and vinegars.
- Apply standard weights and measures, wet and dry measurement, conversions, ratios, portions, yields, and standardized recipes.

Florida Department of Education

OCP A addresses Florida DOE course standards 01.0 through 08.06. The complete benchmark language appears in Appendix A.

Standard	Competency Cluster	Emphasis
01.0	Career and employment opportunities	History, trends, brigade, occupations, training, organizations
02.0	State-mandated foodservice guidelines	Hygiene, food handling, illness, allergens, sanitation, HACCP, the employee food-handler benchmark, and manager-level food-safety preparation
03.0	Workplace safety	Hazards, first aid, infectious disease, waste, SDS, HazCom, slips/falls/fire/lifting/chemicals, knife safety
04.0	Personal productivity	Employability, ethics, relationships, etiquette, teamwork
05.0	Operational systems	Mise en place, par stocks, kitchen rules, security, ,
06.0	Tools and equipment	Identification, use, maintenance
07.0	Food science	Flavorings, taste/aroma, influences on preferences
08.0	Culinary math	Weights, measures, conversions, ratios, yields, portions, standardized recipes

ServSafe Food Protection Manager Certification

CERTIFICATION GOAL: Students will prepare and complete the ServSafe Food Protection Manager Certification process.

ServSafe Manager Certification verifies manager-level food-safety knowledge. Students must complete the school-approved preparation requirements and successfully pass the authorized, proctored ServSafe Food Protection Manager Certification examination to earn the credential. Training, examination access, proctoring, retesting, documentation, and certification procedures will follow current ServSafe, school, and department requirements.

ServSafe Manager learning is integrated across the curriculum and reinforced in every laboratory. Students are responsible for completing assigned chapters or modules, notes, quizzes, practice examinations, review activities, and certification steps by the posted deadlines.

- Basic food safety and the causes of foodborne illness
- Personal hygiene, handwashing, glove use, employee health, and reporting
- Cross-contamination, allergens, and prevention controls
- Cleaning, sanitizing, chemical storage, and pest prevention
- Time-temperature control, thermometer use, receiving, storage, thawing, cooking, holding, cooling, and reheating
- Introduction to HACCP systems and documentation. handling

The certificate is a professional credential, not merely a class assignment. Student names, identity information, completion records, and certificates must be handled accurately and honestly.

Instructional Model and Daily Evidence

Most class meetings include opening readiness, readings and/or ServSafe assignments, instructor modeling, guided practice, independent or team application, evidence submission, cleanup, and reflection. Kitchen-lab days add station assignments, production records, sanitation checks, and instructor sign-off.

Evidence Category	Examples
Reading and preparation	Reading guide, vocabulary, ServSafe Manager notes, pre-lab plan
Food-safety evidence	Temperatures, hygiene checks, allergen controls, sanitation records
Written application	Career research, SDS/HazCom tasks, equipment identification, math calculations
Laboratory evidence	Mise en place, knife/tool handling, technique, yield, portion, cleaning & sanitation, cleanup
Professionalism	Uniform, punctuality, teamwork, communication, care of equipment
Reflection and corrections	Exit ticket, correction plan, repeated skill evidence when needed

Required Materials and Daily Readiness

- On Cooking 7th. Edition and ServSafe Manager coursebook, 9th. Edition.
- Professional knife kit, thermometer, garnishing kit (optional)
- Complete ATC uniform including Chef pants, chef coat, apron and hat and non-slip black closed toe shoes
- Computer and internet access to Canvas.
- Notebook or binder, paper, black or blue pen, permanent marker, and calculator
- Charged school-issued laptop or tablet when assigned.
- Professional attitude and readiness to begin work immediately.

Grading, Mastery, and Reassessment

The course uses a total-points system. Exact point values are posted in Canvas. Suggested values for this HMV 1001 are shown below and may be adjusted by the instructor.

Evidence Type	Typical Points	Examples	
Daily classroom assignment	25-50	Reading guide, career task, safety worksheet, culinary math	
ServSafe Manager module or certification check	10-50	Module completion, chapter notes, quiz, practice exam, certification evidence	
Kitchen laboratory	100	Safety, mise en place, technique, quality, cleanup, professionalism	
Quiz or test	25-100	Food safety, safety, equipment, food science, culinary math	
Practical / 9-week assessment	100-200	Knife safety, equipment, measurement, standardized recipe, sanitation	
Grades	Percentages	Grade Categories	Weights
A	90-100%	Laboratory Participation	30%
B	80-89%	ServSafe & On Cooking Assignments & Quizzes	30%
C	70-79%	ServSafe Practice Exam	10%
D	60-69%	Practical Exam (s)	15%
F	50-59%	Written Final Exam	15%
!!	incomplete		

Attendance, Punctuality, and Time on Task

- Attend every scheduled class, arrive before the official start time, and remain for the entire instructional block unless officially released. If you cannot attend, you are asked to notify your instructor by email in advance of the start of the school day.
- Students must be in the approved uniform, seated or at the assigned station, and prepared to begin when class starts. Entering the room at the start time but not ready to work may be treated as tardiness.
- Notify the instructor through by email at david.barbieri@browardschools.com as early as possible when absence or lateness is unavoidable. No notice or late notice will be reflected in your lab-grade.
- An absence does not remove the responsibility to review Canvas, obtain notes, complete permitted make-up work, and demonstrate required competencies.
- Failure to complete required examinations may result in grade reduction or course failure.
- Leaving the classroom, lab, kitchen, or assigned station without permission is not acceptable except in an emergency.

Professional Code of Conduct

Workplace Behaviors

- Use respectful, professional language and follow instructor directions promptly.
- Demonstrate honesty, reliability, accountability, self-control, and acceptance of constructive criticism.
- Contribute fairly to team assignments and communicate station needs clearly.
- Treat classmates, instructors, staff, guests, food, equipment, and facilities with respect.
- Horseplay, unsafe jokes, throwing objects, threatening behavior, harassment, discrimination, bullying, and deliberate disruption are prohibited.
- Food, tools, chemicals, and equipment may never be used for pranks or unauthorized activities.
- In mixed-enrollment settings, adult and high school students must maintain appropriate professional boundaries and limit interaction to approved instructional activities.

Uniform, Grooming, and Personal Hygiene

Kitchen / Laboratory Days

- Complete approved culinary uniform, clean and in good repair.
- Approved closed-toe, non-slip shoes and required head covering or hair restraint.
- Apron, thermometer, and assigned tools as directed.
- Hair fully restrained; facial hair controlled according to program and food-safety requirements.
- Hands and nails clean; nails kept short; no artificial nails or nail polish when prohibited by program or food-safety rules.
- Jewelry limited to items permitted by the program and instructor. Strong fragrances are not appropriate in food-production areas.

Classroom / Theory Days

Students wear the approved ATC Culinary uniform as directed by the instructor. Students must arrive already dressed correctly; regular class time is not provided for changing unless the program schedule specifically requires it.

A student who is not safely and correctly dressed may be restricted from laboratory participation and assigned alternative work. Safety requirements are not optional.

Cell Phones, Tablets, Smartwatches, Earbuds, and Recording

For safety, focus, and compliance, all personal wireless devices must be powered off or placed in airplane mode and stored in an instructor-designated area throughout instructional and laboratory time. A device may be used only when the instructor expressly authorizes it for a specific educational task.

- District-issued devices must be used only for assigned academic work.
- Earbuds and headphones are not permitted in kitchens or production areas unless specifically authorized for an accommodation and determined safe.
- Students may not photograph, audio-record, video-record, livestream, or post classmates, staff, school operations, recipes, assessments, or production activities without express permission.
- Documented medical, IEP, 504, ADA, or emergency exceptions will be honored through approved procedures.
- Unauthorized use may require the device to be placed in the designated storage area and may lead to progressive consequences under school and district procedures.

Kitchen Safety, Sanitation, Cleaning, and Facility Responsibility

NO ONE IS RELEASED UNTIL THE INSTRUCTOR COMPLETES THE FINAL INSPECTION AND THE KITCHEN OR LAB IS IN PERFECT CONDITION.

- Every student is individually and collectively responsible for maintaining the kitchen, laboratory, classroom, and assigned station in professional condition throughout the entire class.
- Students must clean as you go and immediately correct spills, grease, clutter, cross-contamination risks, and other hazards.
- Final cleanup is an required part of the lesson and laboratory grade. Students must wash, rinse, sanitize, dry, and return tools and equipment to their proper locations.
- Worktables, sinks, ranges, ovens, carts, shelves, handles, smallwares, storage areas, and shared surfaces must be cleaned and sanitized as directed.
- Food must be labeled, dated, stored, cooled, or discarded correctly. Trash and recycling must be removed and liners replaced.
- Cleaning responsibilities include sweeping and, when assigned or needed, mopping floors, including accessible areas under and around stations and equipment.
- Students must leave the kitchen in the same condition in which it was found - in perfect condition or better.
- Leaving before cleanup is complete and instructor dismissal may result in an reduction of laboratory grade and additional corrective action.

Food Production, Tasting, and Cafeteria Inventory

Food produced in this course is not personal take-home food. Unless the instructor gives specific permission, students may not remove, reserve, pack, distribute, or keep any food or beverage produced with program resources.

- All class production is considered program inventory intended for authorized service or sale in the school cafeteria, café, catered event, or other approved instructional operation.
- Tasting is limited to instructor-authorized educational and quality-control portions.
- Only the instructor may authorize a product to be taken from the program. Any authorization may specify product, portion, date, labeling, allergens, storage, temperature, and transport requirements.
- Unauthorized removal, concealment, or consumption of program food, beverages, ingredients, disposables, or supplies may be treated as professional misconduct and possible theft under applicable school procedures.

Tools, Equipment, Chemicals, and SDS

- Use tools and commercial equipment only after instruction, demonstration, and authorization.
- Inspect equipment before use and report missing guards, damage, leaks, unusual sounds, or unsafe conditions immediately.
- Never bypass guards, safety switches, labels, locks, or instructor directions.
- Use chemicals only for their intended purpose and according to labels, SDS information, dilution instructions, and required personal protective equipment.
- Maintain and use the program SDS binder as directed. Students must understand that OSHA Hazard Communication rules require access to labels, Safety Data Sheets, and training about chemical hazards.
- Knives must be carried, used, washed, stored, and passed according to approved safety procedures.

Canvas, Assignments, Academic Integrity, and AI

- Students are responsible for checking Canvas for announcements, readings, assignments, deadlines, feedback, corrections, and schedule changes.
- Submit original work. Copying, unauthorized collaboration, answer sharing, falsified evidence is prohibited.
- Artificial intelligence may be used only when the instructor authorizes it and defines the permitted purpose. AI output must never replace required calculations, safety judgments, reading, laboratory performance, or personal reflection.
- Students must verify facts, units, formulas, food-safety information, and citations. The student remains responsible for every submitted answer.
- Late and make-up work follows the instructor, school, district, adult-program, and Career Dual Enrollment applicable procedures

Accommodations, Medical Needs, Allergies, and Dietary Restrictions

Students should communicate documented accommodations, medical needs, allergies, religious dietary restrictions, or other safety-related concerns through the appropriate school process as early as possible. The instructor will follow approved IEP, 504, ADA, ESE, adult-program, and school procedures.

Pacing Guide

The sequence below is designed to build safety and professionalism before more complex food preparation. The instructor may adjust pacing for school calendars, testing, kitchen access, student mastery, credential logistics, and department needs.

Week	Theme	Standards	Core Learning	Major Evidence
1	Orientation, Careers, and Professionalism	01.01-01.04; 04.01-04.05	Industry history and trends; brigade; careers; training; organizations; employability; ethics; teamwork; syllabus and lab expectations	Career pathway profile; brigade chart; professionalism self-assessment; safety orientation acknowledgment
2	ServSafe Manager I: Food Safety Foundations	02.01; 02.07-02.09; 02.11	Basic food safety; biological, chemical, and physical hazards; foodborne illness; personal hygiene; employee health; handwashing; glove use	ServSafe Manager notes; handwashing demonstration; foodborne-illness prevention quiz
3	ServSafe Manager II: Contamination, Allergens, Cleaning, and Sanitizing	02.05-02.10; 03.03-03.05	Cross-contamination; major allergens; cleaning vs. sanitizing; chemical storage; pest prevention; infectious disease; waste; SDS binder	Allergen control plan; sanitizer activity; cross-contamination case; SDS search
4	ServSafe Manager III: Time-Temperature Control and HACCP	02.02-02.04; 03.08	Thermometers; receiving/storage; thawing; cooking; holding; cooling; reheating; transportation; HACCP thinking	Thermometer calibration; temperature log; receiving inspection; ServSafe Manager practice and certification steps
5	Workplace Safety and Hazard Communication	03.01-03.07	Physical hazards; first aid; slips/falls; fire; lifting; boilers; chemical use; OSHA HazCom; emergency procedures	Safety inspection; proper lifting demonstration; HazCom/SDS quiz; emergency response scenario
6	Knife Skills, Tools, Equipment, and Mise en Place	03.09; 05.04; 06.01-06.03	Knife safety; hand tools; commercial equipment; use/care; mise en place; productivity and station organization	Knife handling practical; tool/equipment identification; setup and breakdown checklist
7	Operational Systems and Food Science	05.01-05.04; 07.01-07.03	Rules and security; loss prevention; par stock; flavor; taste/aroma; herbs, spices, oils, vinegars; influences on preferences	Par-stock exercise; seasoning identification; sensory vocabulary; flavor comparison
8	Culinary Math and Measurement	08.01-08.04	Weights and measures; wet vs. dry measurement; conversions; ratios; portion size; recipe yield	Scale and measurement lab; conversion worksheet; portion and yield calculations
9	Standardized Recipes and Quarter Demonstration	08.05-08.06; integrated 01.0-08.0	Purpose and use of standardized recipes; recipe reading; preparation; plating; safety; teamwork; cumulative review	Standardized recipe practical; ServSafe reinforcement; portfolio review; written and practical assessment

Student Success Checklist

- Arrive early, in full uniform, with required materials.
- Read ServSafe, On-Cooking and Canvas and complete the assigned preparation before class.
- Follow food-safety and workplace-safety procedures every time, not only during assessments.
- Ask questions before using unfamiliar tools, equipment, chemicals, or ingredients.
- Measure carefully, label units, document honestly, and correct errors.
- Contribute to the team and complete all assigned cleanup, including floors when assigned.
- Do not leave until the instructor releases the class after final inspection.
- Keep program food and supplies on campus unless the instructor specifically authorizes removal.
- Use feedback and corrections to reach at least 80% mastery.

Student and Parent/Guardian Acknowledgment

By signing below, I confirm that I have received, reviewed, and understand the HMV0100 First 9-Week Syllabus. I understand the expectations for attendance, punctuality, uniform, professionalism, electronic devices, food safety, workplace safety, tools and equipment, sanitation, cleanup, cafeteria inventory, Canvas, academic integrity, and mastery.

I understand that laboratory participation depends on following safety, uniform, hygiene, and instructor directions. I understand that no student is released until the kitchen or laboratory has passed the instructor's final inspection and that food may not be taken home unless the instructor gives express permission.

Student printed name _____	Student ID _____
Student signature _____	Date _____

Parent/guardian printed name (high school) _____	Relationship _____
Parent/guardian signature (high school) _____	Date _____
Parent/guardian email or phone _____	Instructor verification _____

