

The Applied Technology Center

2399 West main street

Rock Hill, SC 29732

803-981-1100

Course Name: Culinary Arts 1

Length of Course: 1 Semester

Instructor: Suzanne D. Young

E-mail: Sdyoung@rhmail.org

Fee: students will be required to purchase a uniform

My planning period is 2nd block 10:00- 11:30

Number of Credits: 1 Unit

Grade Level: 10-12

Course Description:

Culinary Arts 1 (ProStart 1) prepares students for occupations and higher education programs of study related to the entire spectrum of careers in the food industry. Instruction and intensive laboratory experience include the importance of customer service, the importance of food safety and establishing a food safety system, preparing and serving safe food, preventing accidents, kitchen basics, food service equipment and nutrition. **Closed-toed shoes are required on lab days.**

Instructional Goals:

Identify ways customer service affects the success of the food service business.

Demonstrate the appropriate use of kitchen tools and equipment.

Identify biological, physical, and chemical hazards.

Demonstrate food safety and sanitation practices.

Implement safe behaviors in food service facilities.

Analyze the roles of nutrients in the diet.

Demonstrate skills needed to seek and keep employment.

Investigate food service careers and entrepreneurship opportunities.

National Assessment/Credential: Certificate of Achievement (ProStart Student C.O.A.):

Students enrolled in this course will be required to participate in the ProStart program. This program allows students to earn a Certificate of Achievement. This certificate allows students the opportunity to earn money, scholarships, and college credit. To earn this certificate students must:

- Take the classes and pass the national exams for both Year 1 and Year 2.
- Work 400 hours in the food service industry. (Of which 150 hours can be non-paid/volunteer, such as the catering we do here at for The Center various activities)
- Complete and submit all documentation of hours worked to ProStart National Offices in Chicago.

Textbook/ Resources

National Restaurant Association. (2010). *Foundations of restaurant management and culinary arts*. (3rd ed.).
Prentice Hall.

National Restaurant Association Staff. (2012). *Servsafe employee book*.

Textbooks will be kept in the classroom. Students will not take books out of room unless they have permission from teacher.

Scope and Sequence:

Date:

Week 1	Welcome, Get-to-know-you activities, mission/course description, rules, procedures, requirements, supplies, classwork and homework, textbook, website(s), Uniform/clothing/shoe Requirements, ProStart competition, ProStart Certification. Catering events. Food production lab, organization, equipment, tools identification, use, care, and storage, ServSafe Training – Employee Certification Test
Week2	Ch. 4 Section 4.1 Professionalism-Culinarians’s Code, attributes of the culinary professional, kitchen and dining room organization and kitchen brigade and modern day workstations, role and responsibility of the culinary professional.
Week 2	1.1 Overview of the Restaurant and Foodservice industry - Commercial Restaurant and Foodservice Segment definitions/descriptions, noncommercial Foodservice Segment definitions/descriptions. - The Hospitality Industry, component, history, future and people who played significant roles.
Week 2	1.2 Career Opportunities in the Industry -Types of establishments -Career pathways
Week 3	1.3 Concept(s): -Why people travel, types of lodging operations, ratings organizations, lodging careers
Week 3	Section 2.1 Intro to Food Safety -Foodborne illness defined, forms of contamination, biological, chemical, physical, allergens, U.S. regulation of food safety
Week 3	Section 2.2 Good Personal Hygiene -Ways foodhandlers can contaminate food, personal hygiene and proper handling of food and ServSafe training, proper handwashing techniques, work requirements when ill
Week 4	Section 2.3 Preventing Hazards in the Flow of Food -Cross-contamination of food/equipment, time/temperature abuse of food, food safety in purchasing, receiving, storage, preparation, cooking, holding and serving food
Week 4	Section 2.4 Food Safety Management systems -The HACCP Plan
Week 4	Section 2.5 Cleaning and Sanitizing -Proper techniques of cleaning and sanitizing effectively, developing a cleaning program, controlling pests
Week 5	Section 3.1 Introduction to workplace safety -Safety and the rights and laws regarding workers, government regulation, safety audits, Personal protective equipment (PPE), emergency plans
Week5	Section 3.2 Preventing Accidents and Injuries -Fire hazards, classes of fires/fire extinguishers, preventing burns, slips, trips, falls and cuts, lifting and carrying techniques
Week 6	Section 3.3 First Aid and External Threats

Week 6	-Basic first aid and awareness of potential threats Section 4.2 Using Standardized Recipes -Business Math, US and metric measurements, standardized recipe facts and format, converting recipes, measuring techniques, mise en place (organizing techniques), converting recipes, edible portion(EP) and as purchased (AP) amounts.
Week 7	Section 5.1 Foodservice Equipment -Types of equipment, use, care, storage of large/small equipment.
Week 7	Section 5.2 Getting Ready to Cook -Mise en place, knife basics, seasoning and flavorings and how to use, and store them, basic Pre-preparation techniques.*Food Preparation Labs begin.
Week 7	Section 5.4 Cooking and Nutrition -Healthy diets, dietary guidelines for Americans, MyPlate*updated from MyPyramid, nutrition labels explained. -Healthy cooking techniques and recipes will be the focus of labs.
Week 8	Section 7.1 The Communication Process -Process(es) and discussion of barriers to communication.
Week 8	Section 7.2 Communication Skills -Factors affecting communication and effective methods and techniques.
Week 8	Section 7.3 Types of Communication -Organizational and interpersonal communication
Week 9	Section 8.1 Learning to Work Together -Diversity, respect, and teamwork in workplace.
Week 9	Section 10.1 The Importance of Customer Service -Definition and discussion of service and hospitality.
Week 10	Section 10.2 Ensuring a Positive Dining Experience
Week 10	Section 10.3 Service Styles, Set-ups, and Staff -Contemporary and tradition service, set-ups, staff responsibilities, service tools and stations.
Week 11	Section 12.1 Starting a Career in Foodservice -Skills needed for a successful career, the job search process, preparation of a resume, portfolio, and cover letter.
Week 11	Section 12.2 Completing Applications Effectively -Mechanics of completing job and job related application forms.
Week 12	Section 12.3 The Job Interview -Preparing for the interview, the interview process, interview follow-ups with roll-playing practice.
Week 12	Section 12.4 Advancing in a Career -Factors affecting career advancement, dealing with work stress, time management, resigning from a job, and how to stay educated and involved on your job.
Week 12	Section 12.5 Careers in the Industry -Various entry level careers identified and discussed.
Week 13	Section 8.1 Learning to Work Together -Diversity, respect, and teamwork in workplace.
Week13	Section 8.2 Being a successful Leader -Leadership skills in the workplace, motivation, ethics, problem solving, organizational skills in leadership roles.
Week 14	Section 8.3 Interviewing and Orientation -Foodservice and management job descriptions, interviewing techniques, lawful hiring practices and job seekers rights, onboarding and orientation of employees.
Week 14	Section 8.4 Training and Evaluation -Training procedures and methods, performance appraisals (evaluation of on-the-job performance), and management equipment identified with

	their intended use.
Week15	Section 9.1 Types, market forms, selection and purchasing, storing, pre-preparation, and cooking of various fruit.
Week 15	Section 9.2 Types, market forms, selection and purchasing, storing, pre-preparation, and cooking of various vegetables.
Week 16	Section 11.1 Potatoes -Types, selection, storage, cooking methods/techniques.
Week 16	Section 11.2 Legumes and Grains -Identification, basic selection, storage, pre-preparation and cooking techniques of legumes and grains.
Week 16	Section 11.3 Pasta -Types of pasts and dumplings, cooking methods and techniques.
Week 17	Lab Day make up work
Week 17	Section 6.1 Stocks -Essential parts of stock, types of stock, preparation of bones/ingredients for stock, methods/techniques of preparation, cooling, degreasing, clarifying, storage and uses.
Week 17	Section 6.2 Sauces -Grand sauces studied. Basic ingredients, preparation, and uses.
Week 18	Section 6.3 Soups -Grand sauces studied. Basic ingredients, preparation, and uses.
Week 18	Final Projects –exam review
Week 18	Final Exam/ close down kitchen

Assessments/Grading:

10%	Uniform- all components, fully dressed by beginning of class on lab days
10%	Warm-up/ essential questions
10%	Classwork/equipment journal
20%	Test/Quizzes
50%	Labs/Projects

1st Quarter: 40%

2nd Quarter: 40%

Final Exam: 20%

Grading Scale:

A = 100 - 93

C = 84 - 77

F = 69 – below

B = 92 - 85

D = 76 - 70

Uniform Policy- Students will be required to wear their uniform to class every day we are in the lab. Students must have all components of their uniform with them for every class. Uniforms will include *a White Apron, “Clean” Closed-Toe Shoes, a Chef Jacket, and Chef Hat.* A Chef Jacket and Chef Hat will be ordered by The Center. Cost 12\$

Make-Up Work Policy- Students will be allowed 5 consecutive school days from the time of absence to make up work. It is the student’s responsibility to get any missed assignments. If a student misses a test, the student must schedule a time to make that test up with the teacher.

Late Work Policy- Late work will be accepted up to 3 days after the due day with a 10 point penalty per day. Arrangements can be made for special circumstances upon students request prior to the assignment being late.

Plagiarism- See Student handbook at your sending school

Parents- Parents can be very involved in their students progress in this course. Students can view all grades on Parent power school Portal and feel free to contact me anytime with questions. In addition, parents are welcome to be “guest Chefs”. Contact Ms. Young for more detail.

Enrichment/ Academic Assistance- Students can request assistance at any time for extra help. Students are welcome to schedule extra help time.

Special Projects- Various projects and labs will be given throughout the semester. Students are required to complete all labs and projects. Labs and projects will count 50% of the semester grade. Students will be required to make up any missed lab or project grades. An alternative assignment maybe given in place of a missed lab/project.

Study Skills and Strategies- Students are encouraged to take notes during all classes. Teacher will inform students of subject matter that needs to be recorded. Students should review notes every night and make time to study material for test.

Supplies needed:

- Composition notebook for equipment journal
 - Writing paper
- Pens or Pencils
- Calculator (No cell phones can be used during evaluations.)
- Uniforms:
 - Expected to dress in full uniform for all labs and catering events (Black pants, Black skid resistant shoes, chef coat, chef hat, apron.)
 - Hairnet if student chooses not to wear chef hats
- *Other materials may be requested throughout the year.*

Classroom Expectations

- When bell rings ***get to work*** on student tasks.
- Obey ALL posted Rules & Requests:
 - Have and show ***RESPECT*** for your ***teacher***, other ***students***, ***guests*** and other people's ***property***.
 - ***Be Safe***.
 - ***Communicate Effectively***: Ask permission to leave classroom or get out of your seat.
- Clean up after yourself and help others do the same.

Honor Code- (Classroom Management Plan)

Verification of receipt of syllabi and parent contact information

Classroom Procedures

1. As soon as a student steps in the room, they should begin the daily warm-up. Homework should be turned in at the beginning of class in the appropriate tray on the side wall. All students should be in their seats and ready to work no more than one minute after the tardy bell.
2. If a student needs to use the bathroom, they should go before they come to class as to not interrupt instruction. One person at a time only. You may use kitchen bathroom for emergency's
3. Make up assignments are to be completed and returned within 5 days after the absence. Make up assignments can be picked up at the end of class on the first day the student returns to school.
4. Students who wish to borrow books or supplies must have it approved by the teacher as well as to fill out a sign-out sheet.

Collaborative Partnerships

Advisory Council: The advisory council meets two times per year, once during the fall semester and once during the spring semester. All parents are invited to join our advisory council. Please contact me if you are interested.

Business/Community Connections: Businesses and community representatives are invited to serve on our advisory council. We encourage our local businesses and community representatives **to** provide speakers, field trip opportunities, donations, and other resources to support students in the school to work transition.

Extended Learning Opportunities

Throughout the year there will be various culinary events. Students can gain extra credit by participating in these events.

Students who continue there education in Culinary Arts by taking Culinary Arts 2 have the opportunity to compete in the Carolina ProStart Invitational. You can learn more information on these opportunities by visiting www.goprostart.com.