Course outline

Course Number: HOS 210
Course Title: Applied Kitchen Skills - Cafe
Credits: 3 (1/4)

Hours:
lecture/Lab/Other
15/60/0

Co- or Pre-requisite:
HOS 102, HOS 217

Implementation:
Fall 2010

Catalog description (2009-2011 Catalog):
An advanced course in pantry and deli preparation and organization. Developing speed skills with quantity production while following industry guidelines for sanitation and safety, students demonstrate proper plate presentation, including seasonal production, in a dining room pantry.

Required texts/other materials:

Revision date:
Revised Spring 2014

Course coordinator:
Douglas Fee 570-3447 feed@mccc.edu

Information resources: (Describe the primary information resources that support the course, including books, videos, journals, electronic databases, websites, etc. To request new materials for your course, use the library request form at: www.mccc.edu/student_library_course_form.shtml)

TBD

Other learning resources: (Describe any other student learning resources that are specific to this course, including any special tutoring or study group support, learning system software, etc.)

None Required

Revised: 3/2014
Course Competencies/Goals:

The student will be able to:

1. Prepare a variety of recipes using proper preparation techniques and sanitation techniques.
2. Prepare a variety of meals following recipes using proper preparation techniques and sanitation techniques while demonstrating a working knowledge of yield test and portion control.
3. Prepare a variety of meal beverages using proper preparation techniques and sanitation techniques and demonstrating a working knowledge of proper rations and temperatures for brewing hot beverages.
4. Prepare recipes using proper preparation techniques and sanitation techniques utilizing production schedules and quantities associated with café meals.
5. Demonstrate a working knowledge of station set-up requirements for breakfast production and understand the historical development of café meals and service techniques.
6. Prepare a variety of products utilizing leavening agents including specialty breads.
7. Demonstrate a working knowledge of proper plate up and timing for service of cafe products.
8. Properly set up café service including stations and dining room and demonstrate the ability to communicate effectively as a team while meeting the requirements of customer service and “moment of truth” ethical standards.
9. Demonstrate a working knowledge for the development of production sheets including portion size, serving temperatures, quantities, garnish, and timing.
10. Evaluate and create menus, price point and specials within a given budget and food cost percentage.

Course-specific General Education Knowledge Goals and Core Skills. [To an extent consistent with its primary purposes, each course in every program is expected to reflect the college’s commitment to general education, as affirmed in the 2005 General Education Policy. A General Education Course is one whose primary purposes and overall design coincide strongly with one or more of the approved general education goals and objectives. For any approved (or proposed) General Education Course, the General Education Goals and Objectives form (the form identified as the “Gen Ed Attachment”) should be completed and attached to the course outline. Below is a complete list of Mercer’s General Education Knowledge Goals and Core Skills. Retain on this course outline the Goals and Skills that pertain to your course and delete those that are not a central part of the course.]

General Education Knowledge Goals

Goal 1. Written and Oral Communication in English: Students will communicate effectively in both speech and writing.
Goal 2. Mathematics: Students will use appropriate mathematical and statistical concepts and operations to interpret data and to solve problems.
Goal 7. History: Students will understand historical events and movements in World, western Non-Western or American societies and assess their subsequent significance.

MCCC Core Skills

Goal A. Written and Oral Communication in English. Students will communicate effectively in speech and writing, and demonstrate proficiency in reading.
Goal B. Critical Thinking and Problem-solving. Students will use critical thinking and problem solving skills in analyzing information.
Goal D. Information Literacy.
Goal F. Collaboration and Cooperation. Students will develop the interpersonal skills required for effective performance in group situations.
Units of study in detail.

Unit I  Menu considerations
The student will be able to…

• Evaluate menu for class based upon parameters given including budget, product availability, and student abilities. (Course competencies 2: Gen Ed Goal 1: MCCC core skills B)
• Menu development taking into account historical and cultural aspects of the customer. (Course competencies 1: Gen Ed Goal 1, 7: MCCC core skills A, B)
• Determine stations required for menu and delegate work to stations developing task analysis for each station based upon menu items (Course competencies 5, 8: Gen Ed Goal 1: MCCC core skills F)
• Demonstrate a working knowledge of plate design and flavor profiles for menu items. (Course competencies 2: MCCC core skills B, F)
• Prepare various hot and cold beverages to accompany meals. (Course competencies 3: Gen Ed Goal 1: MCCC core skills A)

Unit II Kitchen production requirements
The student will be able to…

• Demonstrate the ability to have proper mise en place completed in a timely manner (Course competencies 1, 2, 3, 4, 6: MCCC core skills A, B, F)
• Demonstrate ability to prepare meal items in a timely fashion (Course competencies 1, 4, 6: MCCC core skills B, F)
• Demonstrate ability to prepare meals and complex menu items with emphasis on presentation (Course competencies 1, 9: MCCC core skills B)
• Develop job analysis for each station refining it as the position is fully developed. (Course competencies 1, 9: Gen Ed Goal 1: MCCC core skills A, B)
• Prepare and utilize production sheets to maximize efficiency and minimize waste. (Course Competencies 9: Gen Ed Goal 1, 2: MCCC core skills A, B)

Unit III Service standards
The student will be able to…

• Demonstrate high food safety and sanitation standards throughout service (Course competencies 1: MCCC core skills C)
• Demonstrate a working knowledge of service standards for a la carte service including ethical standards for “moment of truth” situations (Course competencies 6: Gen Ed Goal 1: MCCC core skills A, B)
• Demonstrate an understanding of merchandising as it relates to individual menu items and overall set up of dining room (Course competencies 7: MCCC core skills F)
• Conduct analysis of receipts to determine actual food cost and compare these results to the budget prepared (Course Competencies 7, 9, 10: Gen Ed Goal 2: MCCC core skills D, F)
• Demonstrate the ability to work as a team member and communicate effectively from set up through service and clean up (Course Competencies 8: Gen Ed Goal 1: MCCC core skills F)
Evaluation of student learning:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
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</thead>
<tbody>
<tr>
<td>Participation and class assignments</td>
<td>10%</td>
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<tr>
<td>Practical Tests</td>
<td>20%</td>
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<tr>
<td>Homework and Quizzes</td>
<td>10%</td>
</tr>
<tr>
<td>Kitchen and Service Performance</td>
<td>50%</td>
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<tr>
<td>Final exam</td>
<td>10%</td>
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Hands-on portion of the course will determine 50% of the students’ grade and will include the criteria on the attached Lab/Kitchen Performance Rubric.

- a) Professional Ethics & Conduct
- b) Professional Appearance
- c) Safety & Sanitation
- d) Tools & Equipment
- e) Recipe & Menu Understanding
- f) Mise en Place
- g) Knowledge & Skills

Coursework will include work begun in class and completed by the student individually or as part of a group depending on the assignment. Tests will be given to determine if the students are retaining the information discussed in class and reinforced through assignments. A menu budget project will be used to assess the students understanding of the math formulas learned and how the formulas learned are to be applied mathematically and the potential implications the budget numbers would have on employees.

Attendance:

All classes are mandatory. Ten points will be deducted for each class missed up to thirty points or three classes. Any student who misses three classes will not complete the class. All classes will start on time. Three late arrivals will count for one missed class.

Proper Uniform:

- All students must be in full uniform by the second class.
- If a student is not in complete uniform by the second class or at any time when required, to be in uniform, the student would have five points deducted for each occurrence.
- Students must be in uniform for both lecture and laboratory sessions.

Laboratory Notice:

Personal hygiene is extremely important in the culinary environment; therefore, all students:

- Will be required to wear a clean uniform
- Will be personally odor-free
- Will have clean fingernails –no nail polish or acrylics
- Will have hair tied back and under a cap
- Will not wear jewelry on the hands or wrists except for a wedding band.
- Will not come to class ill.
Any student with open sores or wounds must wear bandages and plastic protective gloves throughout the entire lab session. Courtesy and respect will be required at all times.

**Laboratory Supplies:**

- Each student is required to bring a plastic-coated binder or folder to hold recipes, handouts, notes and other information that is required to complete assignments.
- **Required** uniform for all lecture and lab sessions:
  - White chef jacket
  - White, black or checked pants
  - Bimetal pocket thermometer or digital thermometer
  - White chef hat or bakers cap
  - White bib apron
  - Two side towels
  - Non-slip sole shoes (no sandals)

Please remember to be in uniform by the second scheduled class of the semester, that you must be in uniform for every class, and to bring required text to all classes.

**Courtesy and Common Sense**

Please make every attempt to come to all class sessions, to come on time and stay until the end of the class unless you have notified the instructor you are leaving early. There may be a time when you are unavoidably late for class or leave early. If that is the case please choose a seat near the room entrance. Once the class session has begun, please do not leave the room and re-enter unless it is an emergency. If you must miss a class it is you are still responsible for all material covered, for announcements made in your absence and for acquiring any materials that may have been distributed in class. It is important to stay focused on the class discussion. For this reason, only one person at a time in the class should be speaking. Side conversations are distracting for surrounding students and the instructor. Please also remember to turn off any pager or cell phone, or set it to vibrate so you do not distract the class.

**Academic Integrity Statement:**

Any student who a) knowingly represents work of others as his/her own. b) uses or obtains unauthorized assistance in the execution of any academic work, c) or gives fraudulent assistance to another student is guilty of cheating. Violators will be penalized in accordance with established college policies and procedures.
Mercer County Community College  
HRIM Department  
Lab/Kitchen Performance Rubric

Student: ______________________   Date(s): ______________________

The instructor completes this for each student for each lab session. If the topic covers two class periods one Lab/Kitchen Performance Rubric may be completed instead of two forms (instructor's choice).

**Class Topic:** Needs to be entered in the last box on bottom of form for each lab session.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points Awarded According to these Performance Parameters</th>
<th>Points Earned</th>
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</thead>
<tbody>
<tr>
<td>Professional Ethics &amp; Conduct</td>
<td>Uncooperative; fails to successfully follow instructions 0-3</td>
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<td>Works well with others during most opportunities; follows most instructions 4-6</td>
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<td>Works well with others; assists or shares knowledge; follows lesson instructions 7-10</td>
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<tr>
<td>Professional Appearance</td>
<td>No uniform (or no designated clothing) 1</td>
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<td></td>
<td>Two or more areas (hair, uniform, or shoes) below standards 2-3</td>
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<td>One area (hair, uniform, or shoes) below standards 4-6</td>
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<td>Uniform complete &amp; thoroughly clean; hair neat (restrained as necessary) 7-10</td>
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<td>Safety &amp; Sanitation</td>
<td>Two or more significant safety and/or sanitation standards violated 1-3</td>
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<td>One significant or two minor safety or sanitation standards violated 4-6</td>
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<td>All safety &amp; sanitation standards maintained during class time 7-10</td>
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<td>Tools &amp; Equipment</td>
<td>Needs assistance ≥70% of the time in operating equipment and/or tools 1-3</td>
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<td>Operates all equipment or tools correctly, but requires assistance about 33% of the time 4-6</td>
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<td>Operates all equipment or tools correctly after instruction 7-10</td>
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<tr>
<td>Recipe &amp; Menu Understanding</td>
<td>Minimal knowledge of relevant recipes, ingredients &amp; menus (if applicable) 1-3</td>
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<td>Understands at least 60% of the information about relevant recipes, ingredients &amp; menus (if applicable) 4-6</td>
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<td>Thorough understanding of all information about relevant recipes, ingredients &amp; menus (if applicable) 7-10</td>
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<tr>
<td>Mise en Place</td>
<td>Unprepared to work; maintenance of work area below standards 1-3</td>
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<td>Preparation of work area or maintenance of area below standards 4-6</td>
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<td>Work area prepared &amp; maintained throughout class time 7-10</td>
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<tr>
<td>Knowledge &amp; Skills</td>
<td>Minimal knowledge and skills 0-10</td>
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<td>Knowledgeable of at least 50% of this topic's information and can demonstrate at least 50% of the relevant skills 11-20</td>
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<td>Knowledgeable of at least 75% of this topic's information and can demonstrate at least 75% of the relevant skills 21-30</td>
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<td>Well-versed in topic; performed all tasks as instructed or required 31-40</td>
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</table>

**Class Topic:** _______________________________  

| Total Points Possible: 100 | Total Points Earned: |