



PRINCIPLES OF FOOD PREPERATION I

Course Syllabus

Date 11/29/11

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COURSE NUMBER: HOS 101

PREREQUISITE(S): None

CO-REQUISITE(S): HOS 155

COURSE DESCRIPTIONS: This is an introductory course in food preparation, including kitchen safety and sanitation. Emphasis is placed on the practical presentation of simple foods, terminology and techniques of preparation of nutritious quality food.

TEXTBOOK(S): 0-13-290067-X LABENSKY ON COOKING & MYCULINLAB& DICTIONARY
0-8269-4211-3 MCGREAL CULINARY MATH 2nd

HOS 101 Lab Packet (Retrieved on Blackboard- see your instructor for further details)

REFERENCE(S): None

OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT: **Uniforms:** Must be worn to ALL lab classes and official school functions

1. SCC embroidered chef jacket
2. Black and white check pants
3. Plain white T-shirt (worn underneath jacket)
4. White calotte flat hat (skull cap)
5. Non-skid, rubber sole shoes, black (tennis shoes and clogs with holes in them are not permitted)

Supplies:

1. SCC knife kit (includes thermometer*)
2. Knife Cuts cutting guide- ruler
3. 3-ring binder notebook with dividers
4. Writing implements: pens, pencils, highlighters, permanent markers/sharpies*
*Permanent markers/sharpies and thermometers are to be worn on the chef coat sleeve as part of the uniform
5. USB flash drive
6. Calculator- very BASIC model

METHOD OF INSTRUCTION:

Lecture, lab, guest speakers, demonstrations, field trips

GRADING SYSTEM:

90	-	100	=	A
80	-	89	=	B
70	-	79	=	C
60	-	69	=	D
Below	-	60	=	F

The standard mathematical procedure of rounding will be applied to arrive at a whole number percentage in final grade calculation.

GRADE CALCULATION METHOD:

Daily Lab Grade	=	25%
Assignments/MyCulinary Lab	=	10%
Unit Tests	=	20%
Mid-Term Practical	=	10%
Portfolio Project	=	10%
Final Written Exam	=	10%
Final Practical Exam	=	15%
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		100%

ATTENDANCE POLICY:

The student is responsible for punctual and regular attendance in all classes, laboratories, clinical, practica, internships, field trips, and other required class activities. The College does not grant excused absences; therefore, students are urged to reserve their absences for emergencies. When illness or other emergencies occur, the student is responsible for notifying instructors and completing missed work if approved for late submission by instructors.

The student is tardy if not in class at the time the class is scheduled to begin and is admitted to class at the discretion of the instructor.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student enrolling in and attending at least one course session remains enrolled until the student initiates a withdrawal.

Withdrawal Policy: During the first 75% of the course, a student may initiate withdrawal and receive a grade of W. A student cannot initiate a withdrawal during the last 25% of the course. Extenuating circumstances require documentation and approval by the appropriate department head and academic dean.

Absences for Religious Holidays: Students who are absent from class in order to observe religious holidays are responsible for the content of any activities missed and for the completion of assignments occurring during the period of absence. Students who anticipate their observance of religious holidays will cause them to be absent from class and do not wish such absences to penalize their status in class should adhere to the following guidelines:

1. Observance of religious holidays resulting in three or fewer consecutive absences: Discuss the situation with the instructor and provide written notice at least one week prior to the absence(s). Develop (in writing) and instructor-approved plan which outlines the make up of activities and assignments.
2. Observances of religious holidays resulting in four or more consecutive absences: Discuss the situation with the instructor and provide the instructor with written notice within the first 10 days of the academic term. Develop an instructor-approved plan with outlines the make up of activities and assignments.

**CLASSROOM
CONDUCT:**

ACADEMIC DISHONESTY: Students are expected to uphold the integrity of the College's standard of conduct, specifically in regards to academic honesty. All forms of academic dishonesty including, but not limited to, cheating on assignments/tests, plagiarism, collusion, and falsification of information will call for disciplinary action. Disciplinary action imposed may include one or more of the following: written reprimand, loss of credit for assignment/test, termination from course, and probation, suspension, or expulsion from the College. For further explanation of this and other conduct codes, please refer to the Student Handbook.

CELLULAR PHONES AND PAGERS/BEEPERS: Cellular phones, pagers and beepers are not permitted to be turned on or used within the classroom. Use of these devices during classroom time will be considered a violation of the student code as it relates to “disruptive behavior.”

**CLASS/LAB
PROCEDURES:**

Students must master all HOS 101 competencies (documented below) in order to receive an overall passing grade in this course (a “C” or higher). Students **MUST** pass this class with a “C” or higher to be allowed to progress in the program. Failure to master any one of the competencies will

result in a less than adequate grade for this semester (a “D” or lower). Mastery is considered 70% or higher on all practical exams, papers, projects, assignments and a 70% or higher average of all written tests and exams. Failure to receive 70% or higher for class requirements will result in failure of the course.

Students will adhere to all rules in the lab. The lab must be thoroughly cleaned before students are allowed to leave.
Students are not dismissed until the instructor dismisses the class.

The Learning Center, located in the rooms E-2 & E-5 of the East Building, provides computers for your use. Check the website <http://www.sccsc.edu/resources/tutoring/tlc> or call 592-4968 for current semester operating hours.

ACCOMMODATIONS: Students who need special accommodations in this class because of a documented disability should notify Student Disability Services by calling (864) 592-4818, toll-free 1-800-922-3679; via email through the SCC web site at www.sccsc.edu/resources/disabilities; or by visiting the office located in the East Building Room 30-B on the SCC Central campus. Contacting Student Disability Services early in the semester gives the College an opportunity to provide necessary support services and appropriate accommodations.

Incident Weather Schedule:

- Check SCC Web Site: www.sccsc.edu
- Tune to **Channel-7** Local T.V. Station (CBS)
- Tune to an FM/AM Local radio station

Program Coordinator:

Chief Dawn Larrieu
592-4836
larriued@sccsc.edu

Program Chair:

Mrs. Karen Ravan
592-4840
ravank@sccsc.edu

Learning Outcomes for SCC Culinary Arts

Upon completion of the SCC Culinary Arts Program, students will be able to:

1. Plan and prepare hot and cold foods, using appropriate food safety and sanitation measures, using basic cooking fundamentals and operate a variety of equipment.
2. Apply appropriate baking techniques to prepare a variety of breads and pastries; and demonstrate assorted plating and presentation procedures.
3. Design menus using appropriate nutritional applications. Apply principles of nutrition to menu planning and food preparation and develop an understanding of basic principles for safety and sanitation
4. Perform cost analyses including purchasing and receiving, food costs, beverage cost, labor costs, forecasting and contribution margins. Perform mathematical functions related to food service operations and apply the overall concept of purchasing, receiving, and storing food and beverage.
5. Exhibit front-of-the-house mastery by designing and setting up dining rooms for various hospitality functions and performing proper serving techniques; discuss and evaluate Point-Of-Sale Systems and beverage management.
6. Analyze and evaluate food service industry human relations management styles, and develop skills in teamwork, followership and leadership.

COURSE OUTCOMES & OBJECTIVES:

Upon successful completion of this course, students will be able to:

1. Prepare food using correct principles, techniques, and skills.
2. Practice basic principles, techniques, and skills necessary for preparing food for consumption.
3. Review the importance of food preparation in the preservation of its nutritive value.
4. Demonstrate the importance of sanitation and safety in the food preparation, food service, and clean-up.
5. Practice the wise expenditure of time and money by comparing food products.

6. Identify a vocabulary of culinary terms.
7. Utilize equipment and utensils properly and efficiently.
8. Evaluate food according to its appearance, nutritive value, and flavor.
9. Perform recipe adjustment.
10. Identify OSHA standards including the MSDS.

American Culinary Federation Education Institutional (ACFEI) Required Knowledge and Competencies – HOS 101

This course meets the following ACFEI required knowledge and competencies:

Upon satisfactory completion of this course, the student will be able to:

- I. **Basic Cooking:** To apply the fundamentals of cooking science to the preparation of a variety of products. To use and care for equipment normally found in the kitchen or baking area.
 1. Practice basic principles, techniques, and skills necessary for preparing food for consumption.
 2. Review the importance of food preparation in the preservation of its nutritive value.
 3. Demonstrate the importance of sanitation and safety in the food preparation, food service, and clean-up.
 4. Practice the wise expenditure of time and money by comparing food products.
 5. Identify a vocabulary of culinary terms.
 6. Utilize equipment and utensils properly and efficiently.
- II. **Business and Math Skills:** To perform mathematical functions related to foodservice operations
 1. Perform basic math functions.
 2. Perform recipe yield conversions.
- III. **Food Preparation:** To develop skills in knife tool and equipment handling and Apply principles of food

preparation to produce a variety of food products. To operate equipment safely and correctly. To Apply knowledge of laws and regulations relating to safety and sanitation in the kitchen.

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. Outline the procedure for writing a standardized recipe.
5. Write a standardized recipe.
6. Identify and use utensils, pots and pans and Demonstrate safe practices using stoves, mixers, ovens, etc.
7. Utilize standard weights and measures to demonstrate proper scaling and measurement techniques.
8. Define and describe the sautéing process.
9. Prepare a variety of foods using the sauté techniques.
10. Evaluate the quality of sautéed items.
11. Define and describe the processes of pan-frying and deep-frying.
12. Fry a variety of foods to their proper doneness
13. Evaluate the quality of fried foods.
14. Define and describe the roasting and baking processes.
15. Compare and contrast roasting to baking, poeiling, smoke-roasting, and spit-roasting.
16. Roast meats and poultry to the correct doneness to develop the best flavor and texture in the finished dish
17. Evaluate the quality of roasted items.
18. Define and describe the barbecue process.
19. Select and prepare meats and seasonings and barbecue them to the appropriate doneness.
20. Evaluate the quality of barbecued items.
21. Define and describe the process of grilling and broiling.
22. Grill and broil foods to the proper doneness.
23. Evaluate the quality of grilled and broiled items.
24. Define and describe the processes of braising and stewing, noting the similarities and differences.
25. Braise and stew foods to the proper doneness.
26. Evaluate the quality of braised and stewed items.
27. Define and describe the process of shallow-

- poaching.
28. Prepare shallow-poached foods properly and produce a sauce that incorporates the cooking liquid.
 29. Evaluate the quality of shallow-poached items.
 30. Define poaching and simmering and correctly identify the temperature range at which each occurs.
 31. Poach and simmer foods to the proper doneness.
 32. Evaluate the quality of poached and simmered foods.
 33. Define and describe the boiling and steaming process.
 34. Prepare boiled and steamed foods to the proper doneness.
 35. Evaluate the quality of boiled and steamed items.
 36. Utilize standard weights and measures to demonstrate proper scaling and measurement techniques.
 37. Identify and use herbs, spices, oils and vinegars, condiments, marinades, and rubs.
 38. Evaluate the quality of herbs, spices, oils, vinegars, condiments, marinades, and rubs.
 39. Perform basic fabrication tasks with meat, poultry, seafood, and variety meats.
 40. Using the basic cooking methods, prepare meat, seafood, poultry, and variety meats to the proper doneness.
 41. Evaluate the quality of prepared meats, seafood, poultry, and variety meats.
 42. Identify a variety of fruits, vegetables, starches, legumes, and grains.
 43. Prepare a variety of fruits, vegetables, starches, legumes, and grains using the basic cooking method.
 44. Evaluate the quality of prepared fruits, vegetables, starches, legumes, and grains.
 45. Define salad dressing and describe its purposes.
 46. Identify, define, and describe the types of salad dressings.
 47. Prepare a variety of salad dressings and evaluate the quality of each.
 48. Identify a variety of common salad greens.
 49. Prepare and dress greens for a salad.
 50. Evaluate the quality of properly prepared and dressed green salad

51. Identify, describe, and prepare a variety of composed salads.
52. Evaluate the quality of composed salads.
53. Identify and prepare a variety of breakfast meats.
54. Evaluate the quality of prepared breakfast meats.
55. Describe a variety of preparation techniques used in egg cookery.
56. Evaluate the quality of prepared eggs.
57. Identify and prepare a variety of breakfast batter products.
58. Evaluate the quality of prepared breakfast batter products.

- IV. **Garde Manger:** To develop skills in producing a variety of cold food products. To prepare items appropriate for buffet presentation including decorative pieces.
1. Identify tools and equipment used in garde manger, emphasizing safety and sanitation procedures.
 2. Define and describe hors d'oeuvre, appetizers, and canapés.
 3. Explain the importance of presentation and garnishing for hors d'oeuvre, appetizers, and canapés.
 4. Prepare a variety of hors d'oeuvre, appetizers, canapés, and basic garnishes.
 5. Evaluate the quality of hors d'oeuvre, appetizers, and canapés.
 6. Demonstrate food presentation techniques using a variety of plates, platters, and trays.
 7. Evaluate the quality of prepared plates, platters, and trays.
 8. Define and describe various methods in which food is preserved (i.e., brining, salting, curing, and smoking.)
 9. Define and describe a variety of cheese categories.
 10. Discuss how various cheeses are made and their uses.
 11. Use cheese as an ingredient in recipes.
 12. Taste various cheeses and evaluate their quality.

- V. **Human Relations/Management:** To prepare for the transition from employee to supervisor. To evaluate

styles of leadership and develop in human relations and personnel management.

1. Describe process of management through effective communication skills.
2. Outline the supervisor's role in decision-making, problem solving, and delegation of duties

VI. Nutrition: To describe the characteristics, functions, and food sources of the major nutrients and how to maximize nutrient retention in food preparation and storage. To apply the principles of nutrient needs throughout the life cycle to menu planning and food preparation.

1. Discuss and demonstrate cooking techniques and storage principles and portion sizes for maximum retention of nutrients and effective weight management.

VII. Purchasing and Receiving: To understand the overall concept of purchasing and receiving practices in quality foodservice operations. To apply knowledge of quality standards and regulations governing food products to the purchasing function. To receive and store food and non-food items properly.

1. Discuss the flow of goods in a foodservice operation.
2. Discuss how HACCP practices are addressed in the purchasing, receiving, storing, and issuing procedures
3. Receive and store fresh, frozen, refrigerated, and staple goods. Describe the importance of receiving and inspecting product as it enters the facility
4. Explain proper receiving and storing of cleaning supplies and chemicals.

VIII. Sanitation: To develop an understanding of the basic principles of sanitation and safety and to be able to apply them in the foodservice operations. To reinforce personal hygiene habits and food handling practices that protects the health of the consumer.

1. List and Define the fundamentals of good personal hygiene.
2. Demonstrate good personal hygiene and health habits in a laboratory setting.
3. Demonstrate acceptable procedures when

- preparing potentially hazardous foods to include time/temperature principles.
4. Develop cleaning and sanitizing schedule and procedures for equipment and facilities.
 5. Identify proper methods of waste disposal and recycling.
 6. Demonstrate appropriate emergency policies for kitchen and dining room injuries.
 7. Describe types of cleaners and sanitizers and their proper use.
 8. Review Material Safety Data Sheets (MSDS) and explain their requirements in handling hazardous materials. Discuss right-to-know laws.
 9. Develop cleaning and sanitizing schedule and procedures for equipment and facilities.
 10. Conduct a sanitation self-inspection and identify modifications necessary for compliance with standards.
 11. Demonstrate appropriate emergency policies for kitchen and dining room injuries.
 12. Describe appropriate types and use of fire extinguishers used in the foodservice area.
 13. Review and Discuss laws and rules of the regulatory agencies governing sanitation and safety in foodservice operation.