

I. COURSE DESCRIPTION:

The course will give the CICE student, with support from a learning specialist, an experience in "a la carte" cookery in an operating foodservice establishment environment (The Gallery).

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the CICE student, with the assistance of a Learning Specialist will demonstrate a basic ability to:

1. Practice and demonstrate a basic ability in **an a la carte basis, the following items in an operating food establishment:**

Potential Elements of the Performance:

- Practice food preparation cookery methods with emphasis on quality, sanitation and hygiene standards for large quantities in a 'table service' restaurant
- Produce food products to industry standards following the sanitation and hygiene code regulations
- Recall cookery methods and apply those methods to a variety of food products according to selected menus
- Produce a menu of various classical, contemporary and ethnic dishes (e.g. French - modern and regional; Italian - regional; Asian - Chinese, Japanese, Thai, Indian; North American - regional) following standard recipes using a variety of contemporary serving styles (including artistic plated presentations) and techniques.
- Menu to include - one appetizer; two soups; one salad; three entrees; two vegetables; two potatoes (or alternate); two desserts
- Describe the role of the Chef de Cuisine and the various party functions in an a la carte kitchen (such as saucier, garde-manger, entrentremetier, possonnier, rotisseur, patissier)
- ~~• Articulate instructions and provide guidance to food service staff, kitchen staff, and support staff~~
- ~~• Demonstrate oral skills that will result in the successful production of the planned menu~~

2. **Prepare Appetizers**

Potential Elements of the Performance:

- Practice and demonstrate a basic ability in various techniques of appetizer preparation for volume function. This will include neatness, balance, quality, portion size, garnish, time and convenience.

- Practice and demonstrate a basic ability in various side dishes that are tempting and smart in appearance with small portions using skill and originality in combination and garnish. Organize a small portion of a number of hot or cold savouries of varied scope in design and arrangement
- Demonstrate a basic ability in preparing 10 portions in an allotted time span for any ten appetizers.

3. **Prepare Soups**

Potential Elements of the Performance:

- Demonstrate a basic ability in the mode of preparation of the different types and classifications of soups
- Demonstrate a basic ability in preparing soups of different types
- Utilize different stocks in preparing the different classifications of soups
- Demonstrate a basic ability in preparing 10 portions correctly in a time frame allotted and serve this soup with appropriate garnish
- Demonstrate a basic ability in the care and handling of stocks used as a foundation in preparing soups
- Practice and demonstrate a basic ability in selected national soups and garnishes
- Have a basic understanding of the preparation and procedure for consomme
- Have a basic understanding of the procedure for preparing consomme

4. **Prepare Salads**

Potential Elements of the Performance:

- Practice and demonstrate a basic ability in the use of different salad greens and vegetables and demonstrate their various uses, their quality and their names and signify their best condition for salad preparation
- Practice and demonstrate a basic ability in four basic parts of a salad, demonstrating eye appeal, flavour, color and body by combining them into various salads
- Practice and demonstrate a basic ability in non-salad items, main course salads, fruit salads, various dressings relating to salads of quality, eye appeal, flavour, texture and a harmonious combination
- Practice and demonstrate a basic ability in various dressings, flavoured oils and vinegars to accompany the salads in harmonious combination
- Demonstrate a basic ability in preparing 10 portions of salad,

dressing and garnish in a safe, sanitary manner in the allotted time frame using contemporary presentation and culinary techniques

5. **Prepare Vegetables**

Potential Elements of the Performance:

- demonstrate a basic ability in preparing and presenting a variety of fresh and frozen vegetables following the correct methods, sanitation and safety rules
- Practice and demonstrate a basic ability in the following tasks with vegetables: select, handle, clean, cut, blanch, boil, stew, sauté, bake, stuff, roast, deep fry, braise, glaze/gratinate, turn, puree
- In an allotted time frame, demonstrate a basic ability in preparing and presenting 10 vegetables from an approved recipe for 10 portions of each vegetable

6. **Prepare Potatoes/Farinaceous**

Potential Elements of the Performance:

demonstrate a basic ability in preparing and presenting fresh potatoes following the correct methods, sanitation and safety rules Practice and demonstrate a basic ability in the following tasks with potatoes (alternate starches or farinaceous products such as rice or pasta may be used where appropriate); handle, clean, cut, blanch, boil, steam, sauté, stuff, deep fry, puree, roast, glaze/gratinate, turn, and bake

In an allotted time frame, demonstrate a basic ability in preparing and presenting 10 forms of potatoes (or alternate starches) using approved recipes for 10 portions

7. **Prepare Entrees: Fish, Meat, and Poultry**

Potential Elements of the Performance:

- Have a basic understanding of the various techniques for the production of entrees with emphasis on quality, sanitation, and safety standards
- Have a basic understanding of the various tasks such as: grill, broil, glaze, braise, sauté, roast, bake, steam, blanch, panfry, puree, stuff, debone, trim and portion
- ~~• Prepare a selection of entrees within the allotted time according to standards of taste and presentation using correct procedures~~
- ~~• Serve a finished product keeping in mind taste, portion size, selection and neat appearance, and contemporary serving and artistic plated techniques~~
- ~~• Produce a selection of entrees: 10 fish; 10 meat; and 10 poultry~~

~~(10 portions of each)~~

8. Prepare Desserts

Potential Elements of the Performance:

- Demonstrate a basic ability in preparing ingredients to produce a variety of finished desserts following correct sanitation, cookery and safety rules
- Demonstrate a basic ability in preparing desserts utilizing the following concepts and/or products: season/spice/flavour; thicken; gratinate; shape/form; decorate/present; portion; purees (and dessert coulis); set; pie dough; sweet short dough; puff pastry; choux paste; sponge batter; steamed pudding; cold pudding; gelatin products; fruit products; chilling/freezing; poaching; deep frying, yeast dough; and proofing
- Demonstrate a basic ability in preparing and presenting 10 desserts from an approved recipe in 10 portions within an allotted time frame utilizing contemporary culinary techniques and presentation

9. Name and Demonstrate the Use of all the Equipment used in an a la carte Kitchen

Potential Elements of the Performance:

- Demonstrate a basic ability to name, use, dismantle, clean, reassemble with efficiency and safety; all slicers, buffalo choppers, mixers, cuisinart, stoves, ranges, salamander, grill and broiler; ovens (conventional and convection); steam units and kettles; deep fat fryers (electric and gas); hand equipment; knives; meat grinder; ice cream machine; microwave oven; tilting fryer; potato peeler

10. Apply correct business etiquette, hospitality protocol and codes of conduct as a server in the restaurant and special events.

Potential Elements of the Performance:

- The student will demonstrate the use of proper etiquette and protocol as he/she functions through each area of the food and beverage function.

Areas which will be considered:

- Scheduled Gallery attendance and punctuality
- Hygiene, grooming and dress code
- Respect of co-workers, faculty and customers
- Ability to create and maintain a welcoming

environment

- Self-discipline under stress to meet deadlines
- Compliance with policies and standards
- Ability to make recommendations to improve service
- Acting in accordance with legislation governing security, and health and safety in the workplace

11. Perform effectively as a member of a food and beverage service team using problem solving, decision-making and interpersonal skills.

Potential Elements of the Performance:

- React in a positive manner to co-workers, faculty and customers
- Contribute in a positive manner to the overall running of the food and beverage operation in a team structure
- Suggest improvements which could affect the overall running of the food and beverage operation and present them to the team
- Participate in the planning and execution of the teams assigned responsibilities

III. TOPICS:

1. A la Carte Introduction and Equipment
2. Appetizers
3. Soups
4. Salads
5. Vegetables
6. Potatoes/Farinaceous
7. Entrees: Fish, Meat & Poultry
8. Desserts
9. Equipment

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Professional Cooking; 7th edition, by W. Gisslen

V. EVALUATION PROCESS/GRADING SYSTEM:

The lab assignment includes the following:

Attendance is one of the most important components of the Lab.

Therefore, **ANY student who misses more than 3 labs in one semester will be issued an "F" grade** unless extenuating circumstances occur – it is at the professor's discretion. Gallery functions and external banquets are considered part of the Hospitality curriculum; therefore, attendance is **MANDATORY** and will be assigned at the professor's discretion.

Assignments must be submitted by the due date according to the specifications of the instructor. Late assignments will normally be given a mark of zero. Late assignments will only be marked at the discretion of the instructor in cases where there were extenuating circumstances.

The instructor reserves the right to modify the assessment process to meet any changing needs of the class. Consultation with the class will be done prior to any changes and all changes will be presented in writing.

The ability to upgrade an incomplete grade is at the discretion of the instructor. It may consist of such things as make up work, rewriting tests, and comprehensive examinations.

The mark for this course will be arrived at as follows:

1. Gathering of utensils and raw materials
2. Pre-preparation of the assigned items
3. Preparation (cooking, baking) of the items
4. Proper storage of the ready items including packaging, refrigeration, and freezing
5. Cleaning of utensils, equipment, work areas, and cooking surfaces. No mark will be assigned until work areas are clean
6. Putting all utensils and small wares into their allocated places
7. No student is to leave the lab area until the end of the period

With the help of the above, students will be **graded in the labs** as follows:

Professionalism & Appearance	15%
- uniform, grooming, deportment	
Sanitation & Safety	25%
- personal, work environmental, product management	
- safe handling, operation, cleaning & sanitizing of tools and equipment	
- organization of work area	
Method of Work	40%
- Application of theory	
- Application of culinary methods & techniques	
Quality of Finished Product	20%
- appearance, taste, texture	
Total	100%

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 – 89%	
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00
CR (Credit)	Credit for certificate requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

VI. SPECIAL NOTES:**Dress Code:**

All students are required to wear their uniforms while in the hospitality and tourism institute, both in and out of the classroom. For further details, please read the Hospitality Centre dress code.

Assignments:

Since one of our goals is to assist students in the development of proper business habits, assignments will be treated as reports one would provide to an employer, i.e. in a timely and businesslike manner. Therefore, assignments will be due at the beginning of class and will be 100% complete. All work is to be word processed, properly formatted, assembled and stapled prior to handing in. No extension will be given unless a valid reason is provided and agreed to by the professor in advance.

LAB Absence:

If a student is unable to attend class for medical reasons on the date assigned, the following procedure is required:

- In the event of an emergency on the day of class, the student may require documentation to support the absence and must telephone the College to identify the absence. The college has a 24 hour electronic voice mail system (759-2554) Ext. 2588.
- The student shall provide the Professor with advance notice preferably in writing or e-mail of his/her need to miss the class with an explanation which is acceptable to the professor.
- The student may be required to document the absence at the discretion of the Professor.
- The student is responsible to make arrangements, immediately upon their return to the College with their course Professor in order to make-up the missed lab.

VII. Course Outline Amendments:

The professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Retention of Course Outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Prior Learning Assessment:

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.

Substitute course information is available in the Registrar's office.

Accessibility Services:

If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Accessibility Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

Communication:

The College considers ***Desire2Learn (D2L)*** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of this Learning Management System (LMS) communication tool.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. Students who engage in academic dishonesty will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Tuition Default:

Students who have defaulted on the payment of tuition (tuition has not been paid in full, payments were not deferred or payment plan not honoured) as of the first week of *November (fall courses), March (winter courses) or June (summer courses)* will be removed from placement and clinical activities due to liability issues. This may result in loss of mandatory hours or incomplete course work. Sault College will not be responsible for incomplete hours or outcomes that are not achieved or any other academic requirement not met as of the result of tuition default. Students are encouraged to communicate with Financial Services with regard to the status of their tuition prior to this deadline to ensure that their financial status does not interfere with academic progress.

Student Portal:

The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations, in addition to announcements, news, academic calendar of events, class cancellations, your learning management system (LMS), and much more. Go to <https://my.saultcollege.ca>.

Electronic Devices in the Classroom:

Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.

Addendum:

Further modifications may be required as needed as the semester progresses based on individual student(s) abilities and must be discussed with and agreed upon by the instructor.

CICE Modifications:**Preparation and Participation**

1. A Learning Specialist will attend class with the student(s) to assist with inclusion in the class and to take notes.
2. Students will receive support in and outside of the classroom (i.e. tutoring, assistance with homework and assignments, preparation for exams, tests and quizzes.)
3. Study notes will be geared to test content and style which will match with modified learning outcomes.
4. Although the Learning Specialist may not attend all classes with the student(s), support will always be available. When the Learning Specialist does attend classes he/she will remain as inconspicuous as possible.

A. Tests may be modified in the following ways:

1. Tests, which require essay answers, may be modified to short answers.
2. Short answer questions may be changed to multiple choice or the question may be simplified so the answer will reflect a basic understanding.
3. Tests, which use fill in the blank format, may be modified to include a few choices for each question, or a list of choices for all questions. This will allow the student to match or use visual clues.
4. Tests in the T/F or multiple choice format may be modified by rewording or clarifying statements into layman's or simplified terms. Multiple choice questions may have a reduced number of choices.

B. Tests will be written in CICE office with assistance from a Learning Specialist.***The Learning Specialist may:***

1. Read the test question to the student.
2. Paraphrase the test question without revealing any key words or definitions.
3. Transcribe the student's verbal answer.
4. Test length may be reduced and time allowed to complete test may be increased.

C. Assignments may be modified in the following ways:

1. Assignments may be modified by reducing the amount of information required while maintaining general concepts.
2. Some assignments may be eliminated depending on the number of assignments required in the particular course.

The Learning Specialist may:

1. Use a question/answer format instead of essay/research format
2. Propose a reduction in the number of references required for an assignment
3. Assist with groups to ensure that student comprehends his/her role within the group
4. Require an extension on due dates due to the fact that some students may require additional time to process information
5. Formally summarize articles and assigned readings to isolate main points for the student
6. Use questioning techniques and paraphrasing to assist in student comprehension of an assignment

D. Evaluation:

Is reflective of modified learning outcomes.