

I. COURSE DESCRIPTION:

Planning and costing menus, purchasing and receiving are major activities for the professional cook and chef. Beyond cooking, the Chef is largely responsible for the hiring, dismissal, training, welfare of the kitchen staff and the management in order to achieve financial success of the operation. Menus must be appealing and profitable. Correct quality products must be ordered at the right time, for the right price and received and stored correctly. If attention is not given to these activities, the operation will not be successful. This course is for cooks and chefs who wish to garner the necessary knowledge, skills and attitudes required to supervise in the foodservice industry.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. *Describe the partie system*

Potential Elements of the Performance:

- Describe the partie system

2. *Discuss the culinary industry and changes over time*

Potential Elements of the Performance:

- Discuss the changes within the hospitality industry over time

3. *Demonstrate a working knowledge of basic human resource concepts*

Potential Elements of the Performance:

- Describe a job description and the performance review and evaluation process, and the role of discipline
- Describe and apply principles of group dynamics to teamwork and teambuilding

4. *Demonstrate a working knowledge of elementary menu planning and marketing*

Potential Elements of the Performance:

- Develop, implement and evaluate marketing objectives and a basic marketing plan for a food service operation including:
 - Location, competition, situation analysis, needs analysis, demographics, prices and costs, advertising and sales plan, promotions, theme
- Describe static, cycles, à la carte and table d'hôte menus and uses of each
 - Explain the importance of the clientele in planning the menu
- Discuss various aspects of menu balance and design including:
 - Flavour, texture, colour, cooking methods, nutritional considerations, seasonality of foods, consumer trends, application of print technology, strategic formatting and graphics
- Develop menus using industry vocabulary

5. ***Demonstrate a working knowledge of the principles of table service***

Potential Elements of the Performance:

- Describe different types of service:
 - French, Russian, English, Plate, Buffet, Banquet, Room service, fast food and take-out (quick service)

6. ***Describe menu items***

Potential Elements of the Performance:

- Describe correct table setting and accompaniments required for each menu item

7. ***Perform basic numeric operations***

Potential Elements of the Performance:

- Change common fractions to higher or lower terms. Calculate lowest common denominator. Perform addition, subtraction, multiplication, division using all forms of common fractions.
- Calculate decimal fractions to common fractions and perform addition, subtractions, multiplication, division functions (rounding to the nearest cent).
- Change percentages to common fractions or decimal fractions.

8. ***Describe the relationship of Fahrenheit to Celsius temperatures***

as applied to recipes.

Potential Elements of the Performance:

- Explain the three standards of measurement: metric, imperial, American.
- Demonstrate the principles of conversion

9. ***Describe the basic principles and concepts of cost controls, yield factors, recipe pre-cost, and pricing***

Potential Elements of the Performance:

- Principles of cost control
- Yield factors
- Recipe costing
- Menu pricing

10. ***Demonstrate an understanding of purchase specifications***

Potential Elements of the Performance:

- Standards of meat, fish, poultry, produce, dairy.

11. ***Demonstrate a working knowledge of basic purchasing***

Potential Elements of the Performance:

- Describe basic functions of purchasing, receiving, storage, issuing, taking, monitoring and controlling inventory
- Discuss the responsibility of purchasing ethically

12. ***Demonstrate a working knowledge of plant engineering and security.***

Potential Elements of the Performance:

- Recommend tools, equipment, supplies required to maintain kitchen facilities
- Describe the principle of preventative maintenance

13. ***Demonstrate supplementary knowledge (taught between FDS126 and FDS165)***

Potential Elements of the Performance:

- Use appropriate national and international terminology
- Recognize the importance of good F&B service
- The cooks role within the F&B service
- Maintain required records (lists, check off sheet, inventories, purchases)
- Describe menu selections appropriate to specific health of life-stage needs
- Knowledge of potential dangers to customers caused by allergies reactions to ingredients and follow established risk-reduction strategies
- Menu planning to achieve departmental financial objectives
- Equality and diversity in the workplace
- Interpersonal skills in dealing with customers and co-workers
- Manage personal stress
- The role of cook within the departments
- The role of food service sector within the tourism industry
- Importance of determining the nature of required information
- Examine relevant, useful, and important information
- Information and ethics

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Book to be determined; as outlined in book list

3 ½ Floppy Disk (brand new) Needed for Menu template

V. EVALUATION PROCESS/GRADING SYSTEM:

Theory Testing (3 tests,10%each)	30%	(Sep,Oct, Nov)
Application Exercises	40%	(Oct, Nov)
<u>Final Assessment</u>	<u>30%</u>	<u>(Dec)</u>
Total	100%	

The following semester grades will be assigned to students in postsecondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 - 100%	4.00
A	80 - 89%	4.00
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 diploma requirements has been awarded.	
S	Satisfactory achievement in field placement or non-graded subject areas.	

U	Unsatisfactory achievement in field placement or non-graded subject areas.
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.

Without proper uniform, classroom access will be denied

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.

Disability 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 Disability Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

Communication:

The College considers **WebCT/LMS** 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 the **Learning Management System** communication tool.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. A professor/instructor may assign a sanction as defined below, or make recommendations to the Academic Chair for disposition of the matter. The professor/instructor may (i) issue a verbal reprimand, (ii) make an assignment of a lower grade with explanation, (iii) require additional academic assignments and issue a lower grade upon completion to the maximum grade “C”, (iv) make an automatic assignment of a failing grade, (v) recommend to the Chair dismissal from the course with the assignment of a failing grade. 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.

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.

Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

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* will be removed from placement and clinical activities. 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.