

I. COURSE DESCRIPTION:

This course will introduce students to all of the areas of a fully-operational kitchen. Students will develop basic knowledge and skills in the organization and operation of each of the production areas of the kitchen. Further, students will acquire practical skills of how to produce basic food items in a safe and sanitary work environment. An important component of the course requires each student to organize, plan and manage the kitchen during the course.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. Assist in ensuring the provision of healthy, safe, and well-maintained hospitality environments.

Potential Elements of the Performance:

- Understand and apply the principles of the Food Handlers Certification Program
 - Apply a preventative approach to safety, sanitation, and maintenance of facilities, equipment and supplies
 - Select the correct cleaning equipment, supplies, and materials, and apply sanitation principles
 - Act appropriately in emergency situations by complying with emergency planning policy and procedures
 - Liaise with plant engineering and maintenance functions to assist in waste and energy management and the monitoring of facilities
 - Act in accordance with legislation governing safety and security in the workplace
 - Recognize the importance of obtaining health and safety certifications (e.g. WHMIS, HACCP, Safe Food Handlers Certifications, CPR, First Aid)
 - Apply knowledge to identify and eliminate hazards in the workplace
2. Provide quality food and beverage planning, preparation, and presentation for a variety of hospitality environments.

Potential Elements of the Performance:

- Prepare, present, and supervise the production of small and large quantities of food, including displaying food as per house policy

- Use a systems approach in the organization, set up, maintenance, and supervision of a kitchen
 - Select and use the correct tools, equipment, and supplies for food and beverage production
 - Organize the selection and use of correct products and techniques for food and beverage production
 - Prepare, monitor, and assess records which assist efficient food and beverage preparation, including schedules for staffing and cleaning
 - Ensure timely and efficient food and beverage preparation by applying team and leadership skills
 - Ensure compliance with current health, safety and sanitation legislation and regulations
 - Take into account the importance of nutrition and of the dietary needs of clients (e.g. food sensitivities and allergies, cultural or religious diet such as kosher or halal, diet trends)
 - Adhere to standard operating policies, practices, and procedures related to the provision of preparation and service of food and beverages
3. Provide accomplished service of food and beverages for a hospitality enterprise.

Potential Elements of the Performance:

- Organize the selection and use of correct products and techniques for food and beverage service
 - Plan and provide service of food and beverage for special events
 - Ensure compliance with current legislation, safety regulations, and sanitation codes related to food and beverage service
 - Collaborate in the planning of a layout for a food and beverage establishment
 - Ensure timely and competent food and beverage service by applying team and leadership skills
4. Demonstrate the ability to prepare soups.

Potential Elements of the Performance:

- Prepare vegetable cuts and flavouring agents
- Prepare white chicken stock, brown beef stock and vegetable stock
- Prepare a clear , puree and cream soup following a standard recipe
- Use appropriate thickening agents

5. Demonstrate the ability to prepare salad dishes.

Potential Elements of the Performance:

- Use different salad greens and vegetables and demonstrate their various uses, their quality and their names
- Prepare four basic parts of a salad, demonstrating eye appeal, flavour, colour and body by combining them into various salads
- Produce non-salad items, main course salads, fruit salads, various dressings relating to salads of quality, eye appeal, flavour and texture
- Prepare various dressings, flavoured oils and vinegar to accompany the salads

6. Demonstrate the ability to prepare classical sandwiches.

Potential Elements of the Performance:

- Prepare classic sandwich dishes
- Utilize and apply knowledge of classical sandwich recipes which may include; Monte Cristo, Clubhouse, Toasted Western, Chicken Salad, and Reuben sandwiches.

7. Demonstrate the ability to prepare vegetables, potato, pasta and rice.

Potential Elements of the Performance:

- Prepare a variety of potato dishes
- Prepare different vegetable dishes
- Prepare standard rice dishes
- Prepare a variety of fresh pasta dishes

8. Demonstrate the ability to prepare entrees: fish, meat and poultry.

Potential Elements of the Performance:

- Demonstrate various techniques for the production of entrees with emphasis on quality, sanitation and safety standards
- Perform various tasks using some of the following standard preparation methods; grill, broil, glaze, braise, sauté, roast, bake, steam, blanch, pan-fry, puree, stuff, debone, and trim
- Check for the degree of doneness for a particular type of meat and portion
- Serve a finished product keeping in mind taste, portion size, selection, neat appearance, contemporary serving and artistic plated techniques.

9. Demonstrate the ability to prepare desserts.

Potential Elements of the Performance:

- Prepare ingredients to produce a variety of finished desserts following correct sanitation, cookery and safety policies and procedures
 - Prepare desserts utilizing some of the following concepts and/or products: season/spice/flavour; thicken; gratinate; shape/form; decorate/present; portion; purees (dessert coulis); set; pie dough; sweet short dough; choux paste; steamed pudding; cold pudding; gelatin products; fruit products; chilling/freezing; poaching; deep frying; yeast dough; and proofing
10. Develop ongoing personal professional development strategies and plans to achieve realistic career goals and to enhance leadership and management skills for the hospitality environment.

Potential Elements of the Performance:

- Solicit and use constructive feedback in the evaluation of his/her knowledge and skills
- Identify various methods of increasing professional knowledge and skills
- Apply principles of time management and meet deadlines
- Recognize the importance of the guest, the server-guest relationship, and the principles of good service
- Recognize the importance of ethical behaviour and codes of conduct in business

III. TOPICS:

Note: These topics sometimes overlap several areas of skill development and are not necessarily intended to be explored in isolated learning units or in the order below.

1. Dress code and personal hygiene
2. Principles of sanitation, safe food handling, first aid, fire and emergency evacuation procedures (Food Handler's Certification-Algoma Health Unit)
3. Orientation of kitchen – equipment, tools and supplies
4. Menu planning, recipes and food terminology
5. Food ordering, purchasing, receiving, storage and requisitioning
6. Planning, preparation, production and management of kitchen
7. Policies and procedures – health and safety, protocol, etiquette, codes of conduct
8. Cooking methods – stocks, soups, entrees, desserts
9. Short order and small quantity cooking
10. Standard opening and closing procedures
11. Inventory and maintenance

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Food Handlers Certificate for Canada's Foodservice Industry
 Stem Thermometer (approx. cost \$10.00)
 Food Handlers Manual - Algoma Health Unit (approx. cost \$8.00)
 Paring Knife
 Vegetable Peeler
 Chef Knife 6"-10"
 Sturdy Non-slip Shoes (no high heels & closed toed)
 White Lab Coat or Chef Jacket
 Chef's Hat
 Apron
 Clean Hand Towels
 Hair Net (or hair above collar)
 Name Tag
 Black Cotton Dress Pants

V. EVALUATION PROCESS/GRADING SYSTEM:

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% or 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.	

Professor's Evaluation:

The lab assignment includes the following:

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. All students remain in the lab until the end of the class.

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	<u>20%</u>
- appearance, taste, texture	
Total	100%

VI. SPECIAL NOTES: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. ***It is the departmental policy that once the classroom door has been closed, the learning process has begun. Late arrivers will not be granted admission to the room.***

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.

Testing Absence:

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

- In the event of an emergency on the day of the test, 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. 2600.
- The student shall provide the Professor with advance notice preferably in writing or e-mail of his/her need to miss the test with an explanation which is acceptable to the professor.
- The student may be required to document the absence at the discretion of the Professor.
- All decisions regarding whether tests shall be re-scheduled will be at the discretion of the Professor. In cases where the student has contacted the professor and where the reason is not classified as an emergency, i.e. slept in, forgot, etc., the highest achievable grade is a "C". In cases where the student has not contacted the professor, the student will receive a mark of "0" on that test.
- 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 test.

VII. COURSE OUTLINE ADDENDUM:1. 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.

2. 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.

3. 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.

4. 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.

5. 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.

6. Academic Dishonesty:
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.

7. 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 semester courses), first week of March (winter semester courses) or first week of June (summer semester 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.

8. 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>.

9. Recording 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.