

I. COURSE DESCRIPTION:

The subject content of this course will give the student a basic knowledge of the front and back of the house in a restaurant operation. This course is in a lab setting and will provide hands on, practical training as well as the ability to organize, plan and manage the kitchen. The student will also have an opportunity to write a certification test from the Canadian Restaurant and Foodservice Association in sanitation.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the CICE student, with the assistance of an Educational Assistant will demonstrate a basic ability to:

1. ***Identify kitchen equipment and tools from the perspective of handling, sharpening, cleaning and storing.***

Potential Elements of the Performance:

Identify specified equipment chosen from this list and state their uses:

- Knives - French, paring, boning
- Slicer
- Palette
- Peeler
- Spatula
- Steel

Identify and list uses of the equipment chosen from this list of hand tools:

- Zester
- Decorator
- Egg slicer
- Cutters
- Rolling pin
- Tongs
- Whip
- Spoons
- Ladles
- Can opener
- Brushes
- Thermometers

Identify and list the uses of cooking utensils chosen from this list.

- Stock pot
- Frying pan
- Braising pan
- Sauce pan
- Roasting pan
- Colander
- Strainer
- China cap (chinoise)
- Cutting board

Identify and list the uses of large equipment chosen from this list.

- Salamander
- Oven
- Deep fryer
- Stove
- Steamer
- Tilting fry pan
- Grill/griddle

Identify and list the uses of mechanical equipment chosen from this list.

- Whipping machine
- Slicer
- Meat grinder
- Rotating bowl
- Blender
- Scale

2. ***Dress in full cooks uniform: See attached policy on Hospitality Dress Code***

Potential Elements of the Performance:

- Sturdy shoes (no high heels & closed toed)
- Clean Ironed 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 (for your own safety)
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3. ***With the assistance of the I.E.A. the student will demonstrate and understand proper fire procedures:***

Potential Elements of the Performance:

- Familiarize oneself with alarm, extinguishers and fire exists

4. ***With the assistance of the I.E.A the student will demonstrate and have a basic understanding of the preparation of the vegetable cuts and flavouring agents (classical names)chosen from this list.***

Potential Elements of the Performance:

- Mirepoix
- Matignon
- Macedoine
- Julienne
- Brunoise
- Paysanne
- Jardiniere
- Dice onions
- Slice onions
- Slice onion rings

5. ***With the assistance of the I.E.A the student will demonstrate and understand the correct food storage procedures and packaging;***

Potential Elements of the Performance:

- Cooling
- Refrigerating
- Freezing
- Saran Wrap
- Foil Wrap
- Sealed Containers

6. ***With the assistance of the I.E.A the student will demonstrate and understand the preparation of stocks:***

Potential Elements of the Performance:

- White Chicken Stock - following all of the recommended hygiene, sanitation and safety regulations prepare a white chicken stock free from any impurities ready for further use
- Brown Beef Stock - following all of the recommended hygiene,

sanitation and safety regulations prepare a brown beef stock free from any impurities ready for further use

7. ***With the assistance of the I.E.A the student will have a basic knowledge of and prepare some sandwiches selected from this list.***

Potential Elements of the Performance:

Monte Cristo (hot):

- Prepare filling and assemble
- Dip sandwich in beaten eggs
- Cook to golden brown
- Garnish and serve

Club (hot):

- Prepare filling
- Toast bread
- Assemble sandwich
- Cut sandwich
- Garnish and serve

Toasted Western (hot):

- Prepare filling
- Beat eggs
- Make western omelet
- Toast bread
- Assemble sandwich
- Garnish and serve

Egg Salad (cold):

- Prepare filling
- Prepare garnish
- Butter bread
- Assemble sandwich
- Garnish and serve

Chicken Salad (cold):

- Prepare filling
- Prepare garnish
- Butter bread

- Assemble sandwich
- Garnish and serve

Cream Cheese (cold):

- Prepare filling
- Prepare garnish
- Assemble sandwich
- Garnish and serve

8. ***With the assistance of the I.E.A. the student will have a basic knowledge of and prepare the following vegetable dishes:***

Potential Elements of the Performance:

- Braised red cabbage
- Green beans amandine
- Glazed carrots

9. ***With the assistance of the I.E.A. the student will have a basic knowledge of and prepare three of the following potato dishes:***

Potential Elements of the Performance:

- Duchesse potato
- Baked potato
- French fries
- Mashed

10. ***With the assistance of the I.E.A the student will have a basic knowledge of and prepare the following rice dishes:***

Potential Elements of the Performance:

- Rice stuffing
- Rice pilaf
- Boiled rice
- Rice salads

11. ***Define some of the terms in National Sanitation Code (First 4 weeks)***

Potential Elements of the Performance:

- a) Selected terms in the National Sanitation Code
- b) Recognize the importance of food safety and sanitation as the basis to prevent food borne illness

- c) State the problems caused by food borne illness for both the individuals who become ill and the food establishment blamed for the incident
- d) Identify trends in menus and consumers use of food products prepared in food establishments
- e) Explain the purpose of government regulations (federal, provincial and local) in the food industry

12. ***Demonstrate and understand the causes, symptoms, control and method of transmission of food borne illnesses***

Potential Elements of the Performance:

- a) Identify the four usual bacterial families involved in food borne illnesses
- b) Discuss transmission, control measures and major food habitats
- c) Describe the three types of food borne illnesses, causes, symptoms and method of transmission

12. ***Demonstrate an understanding of the importance of personal hygiene (see attached policy)***

Potential Elements of the Performance:

- a) Upon successful completion of this course the student will demonstrate personal hygiene and grooming which are appropriate to the foodservice industry.

13. ***Explain and understand the importance of sanitary practices in transportation, purchasing, receiving and storage of foods including required temperatures with assistance.***

Potential Elements of the Performance:

- a) State the methods of safe transporting, purchasing, receiving and storing of food
- b) Define purchasing from an (approved) source
- c) Demonstrate personal sanitary habits as stated in the Sanitation Code
- d) List eight personal sanitation habits to be encouraged in food service workers

14. ***The student will understand the standards required for construction of food service premises with the assistance of the I.E.A.***

Potential Elements of the Performance:

- a) List and identify sanitation requirements in construction standards, maintenance procedures, customer, food service, design and installation of equipment, garbage control

15. ***Demonstrate a basic understanding of the major pieces of equipment and utensils used in the industry***

Potential Elements of the Performance:

- a) Will be able to use the major pieces of equipment used in the industry
b) The method of cleaning, disinfecting, and maintaining major pieces of equipment and utensils
c) Will understand the responsibilities of suppliers, employers and employees with regard to Workplace Hazardous Material Information System (WHMIS) legislation

16. ***Demonstrate and understand how to prevent accidents by doing tasks carefully.***

Potential Elements of the Performance:

- a) Demonstrate duties that will help to reduce the risks for both customers and employers in the workplace.

17. ***Demonstrate and apply knowledge of food and beverage techniques.***

Potential elements of the Performance:

- a) Perform effectively as a member of a food and beverage preparation and service team.
b) React in a positive manner to co-workers, faculty, and customers
c) Participate in the planning and execution of the team assigned duties and responsibilities.

III. TOPICS:

1. Kitchen Equipment
2. Uniforms
3. Fire Procedures
4. Vegetable Cuts/Flavourings
5. Food Storage/Packaging
6. Stocks
7. Sandwiches
8. Vegetable Dishes
9. Potato Dishes
10. Rice Dishes
11. National Sanitation Code With Certification (approx. cost \$8.00)
12. Classical Kitchen Brigade and their duties

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Sanitation Code for Canada's Foodservice Industry (approx. cost \$ 10)

Stem Thermometer (approx. cost \$ 10)

Sanitation Certificate (approx. cost \$ 8)

Paring Knife

Vegetable peeler

Chef Knife 6"-10" *** **will not need knives until start of labs approx. 4 weeks after classes begin see Professor*****

V. EVALUATION PROCESS/GRADING SYSTEM:

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, freezing, and labeling
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 allotted locations
7. Handing in assignments when requested
8. No student is to leave the lab area until the end of the period unless you notify your professor
9. Attendance

Using the above student evaluation, students will be graded as follows:

- Mise en place 10%
- Organization 10%
- Cleanup and storage 10%
- Finished Product 10%
- Teamwork 10%
- Taste 10%
- Presentation 10%
- Opening procedure 10%
- Closing procedure 10%
- Technique 10%

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"(fail) grade unless extenuating circumstances occur.

OVERALL PROFESSOR EVALUATION:

Tests (<u>3@33.33%</u> each)	40%
Labs	50%
Professionalism (attendance, dress code, communication skills)	10%

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%	3.75
B	70 - 79%	3.00
C	60 - 69%	2.00
F (Fail)	59% 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. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see <i>Policies & Procedures Manual – Deferred Grades and Make-up</i>).	
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has not been possible for the faculty member to report grades.	
W	Student has withdrawn from course without academic penalty.	

VI. SPECIAL NOTES:

1. In order to pass this course the student must obtain an overall test/quiz average of 60% or better and not miss anymore than 3 labs.
2. 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.
3. 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.
4. The method of upgrading an incomplete grade is at the discretion of the instructor and may consist of such things as make up work, rewriting tests, and comprehensive examinations.

Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 491 so that support services can be arranged for you.

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.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. 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.

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.

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

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

VIII. DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.

CICE Modifications:**Preparation and Participation**

1. An Integrative Educational Assistant 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 Integrative Educational Assistant may not attend all classes with the student(s), support will always be available. When the Integrative Educational Assistant does attend classes he/she will remain as inconspicuous as possible.

CICE Modifications:**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 the Learning Assistance Centre with assistance from an Integrative Educational Assistant.***The Integrative Educational Assistant 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.