

I. COURSE DESCRIPTION:

The subject content of this course will give the student a basic knowledge of the back of the house (kitchen) in a restaurant/resort 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 Algoma Health unit in the food handler's certificate program.

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. ***Identify various kitchen equipment and tools from the perspective of handling, sharpening, cleaning and storing: May include but not limited to:***

Potential Elements of the Performance:

Identify and list uses of the following:

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

Identify and list uses of the following hand tools:

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

Identify and list the uses of the following cooking utensils:

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

Identify and list the uses of the following large equipment:

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

Identify and list the uses of the following mechanical equipment:

- 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 non-slip 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)

3. ***Carry out proper fire procedures: May include but not limited to:***

Potential Elements of the Performance:

- Familiarize oneself with alarm, extinguishers and fire exists

4. ***Prepare the following vegetable cuts and flavouring agents (classical names) May include but not limited to:***

Potential Elements of the Performance:

- Mirepoix
- Julienne
- Brunoise
- Paysanne
- Jardiniere
- Dice onions
- Slice onions
- Slice onion rings Etc.

5. ***Store food correctly, using proper procedures and packaging; May include but not limited to:***

Potential Elements of the Performance:

- Cooling
- Refrigerating
- Freezing
- Saran Wrap
- Foil Wrap
- Sealed Containers
- Dating and identify products

6. ***Prepare stocks: May include but not limited to:***

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. ***Preparation of the following sandwiches: May include but not limited to:***

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

8. ***Preparation of the following vegetable dishes: May include but not limited to:***

Potential Elements of the Performance:

- Braised red cabbage
- Green beans amandine
- Glazed carrots Etc.

9. ***Preparation of the following potato dishes: May include but not limited to:***

Potential Elements of the Performance:

- Duchesse potato
- Baked potato
- French fries
- Mashed Etc.

10. ***Preparation of the following Salad dishes: May include but not limited to:***

Potential Elements of the Performance:

- a) Use different salad greens and vegetables and demonstrate their various uses, their quality and their names and signify their best condition for salad preparation
- b) Prepare four basic parts of a salad, demonstrating eye appeal, flavour, colour and body by combining them into various salads
- c) Produce non-salad items, main course salads, fruit salads, various dressings relating to salads of quality, eye appeal, flavour, texture, and a harmonious combination
- d) Prepare various dressings, flavoured oils and vinegar to accompany the salads in harmonious combination

11. ***Preparation of the following rice dishes: May include but not limited to:***

Potential Elements of the Performance:

- Rice stuffing
- Rice pilaf
- Boiled rice
- Rice salads Etc.

12. ***Demonstrate the technical ability to prepare entrees: Fish, meat and poultry: May include but not limited to:***

Potential Elements of the Performance:

- a) Demonstrate various techniques for the production of entrees with emphasis on quality, sanitation and safety standards
- b) Perform various tasks such as: grill, broil, glaze, braise, sauté, roast, bake, steam, blanch, pan-fry, puree, stuff, boned, trim, degree of doneness for the particular type of meat and portion
- c) Serve a finished product keeping in mind taste, portion size, selection, neat appearance, contemporary serving and artistic plated techniques

13. ***Demonstrate the technical ability to prepare desserts: May include but not limited to:***

Potential Elements of the Performance:

- a) Prepare ingredients to produce a variety of finished desserts following correct sanitation, cookery and safety rules
- b) Prepare 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

14. ***Identify and define the terms in National Sanitation Code (First 4 weeks) May include but not limited to:***

Potential Elements of the Performance:

- a) The terms in the food handler's manual
- 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

15. ***Demonstrate and understand the causes, symptoms, control and method of transmission of food borne illnesses
_May include but not limited to:***

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

16. ***Demonstrate an understanding of the importance of personal hygiene (see attached policy) May include but not limited to:***

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.

17. ***Explain and understand the importance of sanitary practices in transportation, purchasing, receiving and storage of foods including required temperatures: May include but not limited to:***

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

18. ***Understand the standards required for construction of food service premises: May include but not limited to:***

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

19. ***Demonstrate an understanding of the major pieces of equipment and utensils used in the industry: May include but not limited to:***

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

20. ***Demonstrate and understand how to prevent accidents by doing tasks carefully: May include but not limited to:***

Potential Elements of the Performance:

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

21. ***Demonstrate and apply knowledge of food and beverage techniques:
May include but not limited to:***

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. Salads
- 11. Rice Dishes
- 12. Entrees
- 13. Desserts
- 14. Food handler's certificate (Algoma Health Unit) (\$8.00)

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Food handler's Certificate for Canada's Foodservice Industry
 Stem Thermometer (approx. cost \$ 10)
 Food handler's manual Algoma health unit (approx. cost \$8.00)
 Paring Knife
 Vegetable peeler
 Chef Knife 6"-10" *** **will not need knives until start of labs see
 Instructor/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:

Test Certification	20%
Labs	70%
Professionalism	10%
(attendance, dress code, communication skills)	

TOTAL: 100%

The following semester grades will be assigned to students in all credit 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. 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.	
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 professor and/or the Special Needs office. Visit Room E1101 or call Extension 2703 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.

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*. 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. 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.