

El Paso Community College

Syllabus

Part II

Official Course Description

SUBJECT AREA	<u>Culinary Arts and Related Sciences</u>
COURSE RUBRIC AND NUMBER	<u>RSTO 2407</u>
COURSE TITLE	<u>Catering</u>
COURSE CREDIT HOURS	<u>4 2 :<!-- 4</u--> Credits Lec Lab</u>

I. Catalog Description

Studies principles, techniques, and applications for both- on-premises, off-premises, and group marketing of catering operations including food preparation, holding, and transporting techniques. **Prerequisite:** RSTO 1319. **Corequisite:** RSTO 1270. (2:4). **Lab fee.**

II. Course Objectives

- A. Unit I. Fundamentals of Catering
- 1) Identify the common types of catering.
 - 2) Evaluate the qualifications needed for establishing a successful catering company.
 - 3) Analyze the selected target market.
 - 4) Identify potential legal considerations.
 - 5) Propose a mission statement reflective of the proposed catering organization.
- B. Unit II. On-Site and Off-Site Catering Operations
- 1) Identify the various operations involved with on-site catering.
 - 2) Discuss the advantages and disadvantages of on-site catering.
 - 3) Identify the various operations involved with off-site catering.
 - 4) Discuss the advantages and disadvantages of off-site catering.
 - 5) Identify the advantages and disadvantages of combination catering.
 - 6) Determine important factors that impact both on-site and off-site catering operations.
- C. Unit III. Catering Personnel
- 1) Identify the factors that affect staffing a catering organization.
 - 2) Describe the various types of service employed by catering operations and how to staff for each type.
 - 3) Analyze key employee behaviors that reflect well on the catering operation.
 - 4) Write job descriptions for needed catering positions.
 - 5) Identify appropriate application forms and questions that may legally be asked during the interview process.
 - 6) Describe management's role in the employment process.
- D. Unit IV. Catering Contracts
- 1) Identify the key aspects of appropriate catering contracts.
 - 2) Determine appropriate charges that a contract should outline.
 - 3) Analyze competition.
 - 4) Identify factors that affect contract charges.

- 5) Discuss appropriate ways to handle cancellations.
- E. Unit V. Safety and Sanitation within the Catering Operation
- 1) Identify key factors that affect safety and sanitation in the catering operation.
 - 2) Explain the appropriate ways to prevent food borne illnesses.
 - 3) Analyze health code regulations as they pertain to catering operations.
 - 4) Evaluate the economics of proper sanitation as they apply to catering operations.
 - 5) Examine the impact of sanitation certification in catering operations.
- F. Unit VI. Service Equipment
- 1) Identify the legal requirement that pertain to foodservice equipment in the catering operation.
 - 2) Determine appropriate kitchen design and layout.
 - 3) Identify the common types of equipment needed in catering operations.
 - 4) Evaluate common types of kitchen ventilation.
 - 5) Evaluate appropriate types of cleaning and ware washing equipment.
 - 6) Identify equipment that can assist in moving product in the catering operation.
- G. Unit VII. Event Planning and Coordination
- 1) Identify the various types of events and the operational tasks needed for each event.
 - 2) Explain elements of front of house operations.
 - 3) Explain elements of back of house operations.
 - 4) Explain the importance of organization as it relates to event planning.
 - 5) Identify typical menus and describe how to construct each type to meet individual customer needs.
- H. Unit VIII. Kosher Catering
- 1) Define the term kosher and explain its impact on catering operations.
 - 2) Identify the two main components of kosher dietary laws.
 - 3) Identify the three classes of food as listed by Jewish law and explain how these limitations can affect menu planning by the caterer.
 - 4) Identify the steps in selecting an appropriate menu for kosher catering.
 - 5) Determine the elements to consider in catering for both kosher and non-kosher events from the same kitchen.
- I. Unit IX. Menu Making, Food Presentation, and Wine and Bar Service
- 1) Identify the two basic goals to consider when planning menus.
 - 2) Identify common traits of tray and platter design.
 - 3) Determine common priorities in food preparation and service.
 - 4) Investigate local ordinances and laws that impact wine and bar service.
 - 5) Recognize the common elements needed for successful wine and bar service.
 - 6) Propose appropriate wine and food pairings for a variety of catered events.

III. THECB Learning Outcomes (WECM)

1. Discuss the roles of the off-premise versus on-premise.
2. Explain the difference between pricing based on a multiplier, on projected cost analysis, and on competition.
3. Organize, manage, and execute an off-premises catering project.

IV. Evaluation

A. Pre-assessment

Instructors should check each student's prerequisites the first week of class; those who do not qualify should be sent back to Admissions. Students should pass any applicable safety tests during the first week. The instructor should counsel students regarding specific safety issues.

B. Challenge Exam

Students who wish to challenge the course should contact the Testing Center and the Division Dean. Challenges must be accomplished before the census cut-off date. Students who previously have received a W or a letter grade for the course are not eligible to challenge this course.

C. Post-Assessment

- 1) The instructor will maintain a continuous record of each student's progress on an institutionally approved grade sheet or computerized substitute. All instructors must keep records in such a way that information would be clear to a second party having to check grade computation in special cases. An explanatory legend should be provided on the grade sheet.
- 2) The evaluation of the prepared items should be based on the student's mastery of the assigned objectives. In addition to food preparation, the instructor may require quizzes and exercises on cooking methods, terminology and use of tools. The instructor may also require a researching of recipes.

It is essential that student do assignments throughout the semester. These units are to be seen as overlapping and intertwined with one another.

Any projects will be devised at the instructor's discretion. In addition to basic preparations, the projects may include but are not limited to the following: entrée preparation, starch and vegetable preparation and dessert plate-ups. Instructors are strongly encouraged to require recipe research be typed or composed on a word processor or computer.

D. Final Examination

A final examination is required in all Culinary and Restaurant Management Classes. The exam should consist of (or at least include) a written test and/or a hands-on preparation given in class/lab during the scheduled final examination period. If the instructor thinks the final prep item and/or written exam do not reflect a satisfactory mastery of the course objectives, the exam may be used as a justification for failing the student for the course. In such cases, it is advisable to have one other instructor confirm the evaluation of the work. If the instructor judges that the final prep item and/or written exam meet the course objectives satisfactorily, the work will be graded and may be averaged in with the other course work to determine the course grade.

E. Grading Percentages

Grade percentages for determining the course grade may be devised by the individual instructor, but the in-class projects will account for at least 70% of the student's grade. At the instructor's discretion, the grade for the final exam may be averaged as part of the 70%.

F. Remediation

At the instructor's discretion, students may be allowed to retest for higher grades. Students seeking additional help may obtain tutoring assistance from the Chef Instructor as time permits.

G. Grading Scale:

A = 90 – 100	I = Incomplete
B = 80 – 89	W = Withdrew/Withdrawn
C = 70 – 79	
D = 60 – 69	
F = below 60	

V. Disability Statement (Americans with Disabilities Act [ADA])

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need

services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

VI. 6 Drop Rule

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.

VII. Title IX and Sex Discrimination

Title 9 (20 U.S.C. 1681 & 34 C.F.R. Part 106) states the following "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The Violence Against Women Act (VAWA) prohibits stalking, date violence, sexual violence, and domestic violence for all students, employees and visitors (male and female). If you have any concerns related to discrimination, harassment, or assault (of any type) you can contact the Assistant to the Vice President for Student and Enrollment Services at 915-831-2655. Employees can call the Manager of Employee Relations at 915-831-6458. Reports of sexual assault/violence may also be reported to EPCC Police at 915-831-2200.