

# El Paso Community College

## Syllabus

### Part II

## Official Course Description

<b>SUBJECT AREA</b>	<u>Culinary Arts and Related Sciences</u>
<b>COURSE RUBRIC AND NUMBER</b>	<u>CHEF 1300</u>
<b>COURSE TITLE</b>	<u>Professional Cooking and Meal Service</u>
<b>COURSE CREDIT HOURS</b>	<u>3      2      :</u> Credits    Lec      Lab

### I. Catalog Description

Technical aspects of food preparation in the commercial kitchen. This will be accomplished by preparing and serving meals according to a production schedule. Emphasis on teamwork, professionalism, guest relations, and table service. **Prerequisite: CHEF 1341. (2:4). Lab fee.**

### II. Course Objectives

- A. Unit I. Establishing Standard Food Production Procedures
  - 1) Determine the standards for controlling production volume
  - 2) List and describe standard procedures for control over production volume
  - 3) Describe methods for gathering data from which a sales history is developed
  - 4) List and describe knowledge and skill levels needed by food production staff
- B. Unit II. Performing Receiving and Storage Procedures
  - 1) Explain the characteristics of quality in each major food category: produce, seafood, meat, poultry, dairy products and dry goods
  - 2) Describe how an establishment communicates with vendors about its receiving and storing requirements
  - 3) Describe receiving and storage procedures that relate to food quality
- C. Unit III. Establishing Quality Food Production Criteria
  - 1) Describe techniques that can add quality to food during the preparation and cooking process
  - 2) Explain how to select the correct method for cooking a particular meat, appropriate saucing techniques and how to select suitable accompaniments and garnishes
  - 3) Describe ways to maintain quality during holding, cooling, reheating and serving
  - 4) Determine sanitary and safe approaches while maintaining quality when working with repurposed food
- D. Unit IV. Building a Quality Monitoring System
  - 1) Describe a system that monitors and maintains quality for food/beverage service
  - 2) Explain the skills needed for quality food and beverage production
  - 3) Monitor food and beverage production
  - 4) Develop problem solving skills to correct problems with food/beverage presentation and service
- E. Unit V. Performing Production-Related Activities
  - 1) Perform Front of House setup and side station duties
  - 2) Perform Back of House station setups and pre-preparation tasks
  - 3) Perform managerial functions and tasks for restaurant operations
- F. Unit VI. Providing Food and Beverage Service
  - 1) Present appropriate front of house service utilizing a variety of service methods and techniques

- 2) Provide quality food production at a variety of stations during on-going service
  - 3) Perform duties related to Maitre'd and Expo positions within restaurant activities
- G. Unit VII. Performing Menu Analysis
- 1) Explain and utilize informal procedures that can be used to evaluate menus
  - 2) Describe and utilize procedures helpful in determining the popularity and profitability of specific menu items when a formal menu engineering process is used
- H. Unit VIII. Establishing Cost Controls
- 1) Explain how the use of basic financial information controls food service operations
  - 2) Identify basic back of house procedures to control food revenue
  - 3) Recognize activities kitchen managers use to analyze sales and control revenue
- I. Unit IX. Implementing Managerial Tasks
- 1) Define the management process
  - 2) Identify the seven key managerial tasks related to restaurant operations for both front and back of the house
  - 3) Identify the two basic groups of shareholders affected by the manager and the composition of each group.

### III. THECB Learning Outcomes (WECM)

1. Identify common food products and commercial restaurant equipment.
2. Operate and clean equipment.
3. Demonstrate basic knife and cooking skills.
4. Demonstrate team work in the preparation and service of meals in a commercial setting.

### 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.