

**GREAT PLAINS TECHNOLOGY CENTER
COURSE OF STUDY**

Career Cluster: Hospitality and Tourism (HT)
Career Pathway: Restaurant Food & Beverage Services (HT001)
Program: Culinary Hospitality Assistant (HT0010014)
Program Hours: Secondary Students: 1050 Hours
Adult Students: 1050 Hours

<u>Instructors:</u>	Name	Office	E-Mail
	Lori Grant	580-250-5622	lgrant@greatplains.edu
	Ginger Seibold	580-250-5623	gseibold@greatplains.edu

Academic Credit: Secondary Students: 3 high school credits per year
Adult Students: Transcript

Prerequisites: None

Program Description:

This program prepares students as culinary assistants who perform a variety of food preparation tasks in food services and/or food preparation. Instruction provides an overview of restaurant duties, international cuisines, and management skills in the hospitality industry.

Program Goals:

Students enrolled in this program will be given the opportunity to develop the skills and attitudes needed to successfully enter the food service field according to their personal choice, ability, and resourcefulness.

Upon achieving the goals of this program, students will:

- Become competent in the fundamental skills of an occupation
- Become qualified for further related education and/or enter the job market
- Participate as a responsible citizen
- Develop a positive and realistic self image;
- Develop the ability to work with limited or no supervision; and
- Accept and abide by the rules and regulations established by the school, the Culinary Arts Department, and their place of employment

Related Career Opportunities:

- Steward/Dishwasher/Utility Person
- Cold Food Cook
- Hot Food Cook
- Server
- Cashier
- Bakery Cook
- Manager

Program Objectives:

After successful completion of this program, the student will be able to:

- Demonstrate appropriate safety practices as indicated by food service industry standards.
- Demonstrate an understanding of basic nutrition.

- Demonstrate appropriate customer service skills.
- Prepare and serve meals in accordance with industry standards.

Program Course Sequence:

- AM HS Student and Part-time Adult (Year One): Course Sequence I
- PM HS Student and Part-time Adult (Year Two): Course Sequence II
- Full-time Adults (Year One): Course Sequence I and II

**DESCRIPTION OF COURSES
SEQUENCE I**

<u>Course #</u>	<u>Course Name</u>	<u>HST</u>	<u>HSL</u>	<u>ADT</u>	<u>ADL</u>
FC00159	Safety, Sanitation and Tools	25	40	25	40
<p>This course will examine the important areas of general safety, food sanitation, facilities, equipment, tools, physical hazards in the kitchen, and personal safety. In this course the student will become Serve Safe certified and CPR/Rescue breathing certified. Knife safety, sharpening, culinary application, and skills will be taught. The student will also learn the importance of receiving, storage and inventory as it relates to the food service industry.</p>					
FC00114	Introduction to Culinary Arts	25	40	25	40
<p>This course will introduce students to the ideas and framework of the culinary arts. During this first class students will become familiar with the principles and expectations of the industry while gaining a firm sense of direction for use in future courses. The course is designed to give students a foundation in the areas flavor, gastronomy, professionalism, professional organizations, kitchen ingredients and staples, history of food, product identification and agriculture relations to food.</p>					
FC00160	Foundations in Culinary I	25	40	25	40
<p>This course will build upon the knowledge touched on in the introduction class. During this course students will become familiar with the skills and concepts needed to become working culinarians. The areas of cooking principles, soups, sauces, stocks and protein cookery will be discussed and practiced.</p>					
FC00161	Foundations in Culinary II	25	40	25	40
<p>This course will build on the foundations from the first skills course and enhance the fundamentals by refining technique and developing additional skill. Students will become more familiar with the skills needed to become successful culinarians by studying vegetable cookery, fruit identification and use, starch cookery, salad dressings and application of each.</p>					
FC00136	Nutrition & Healthy Cooking Techniques	25	45	25	45
<p>This course will introduce students into the idea of nutritional cooking. Students will focus on the elements that make-up nutritional cooking and identify the factors that effect flavor. Current eating and dining trends will be discussed as well as the responsibility that chefs and food service professionals have.</p>					
FC00134	Foundations in Baking I	25	40	25	40
<p>This course will introduce students to the principles of the bakeshop. In this first class of a two part group, students will learn these of ingredients and how these uses apply to the final product. They will also learn a variety of bakery products that can be applied in the restaurant, hotel, or any other food service operation.</p>					

FC00135 Foundations in Baking II 25 40 25 40

This course builds from the first foundations in baking course by providing students with more exposure to various baked goods and techniques. This class will expand the students' concept and knowledge of useful pastry items that can be applied in various ways.

FC00138 Hospitality & Service Techniques 25 40 25 40

This course will introduce students to the world of service and hospitality. Students will learn the appropriate ways to engage guests during the dining experience. They will also focus on proper sequence of food and beverage service.

Sequence I Subtotal Hours:	Theory	Lab	Total
High School Student:	200	325	525
Adult Student:	200	325	525

**DESCRIPTION OF COURSES
SEQUENCE II**

<u>Course #</u>	<u>Course Name</u>	<u>HST</u>	<u>HSL</u>	<u>ADT</u>	<u>ADL</u>
------------------------	---------------------------	-------------------	-------------------	-------------------	-------------------

FC00139 Garde Manager for the Culinary Hospitality Assistant 25 40 25 40

This course will introduce students to the art and craft of the cold kitchen. Students will learn of the different ways to creatively express their talents through food and presentations. This class will offer them a chance to become artist and display their personality through their food creations.

FC00140 Intermediate Culinary Skill Development I 25 40 25 40

This course will cover several categories of preparation and give students a chance to practice these skills in a production atmosphere. This will be accomplished through rotation in the kitchen lab during the operation of the restaurant.

FC00141 Intermediate Culinary Skill Development II 25 40 25 40

This course will build upon the preparation and skill developed during Intermediate I and give students more opportunity to enhance their skills and production knowledge. This will be accomplished through rotation in the kitchen lab during the operation of the restaurant.

FC00142 Intermediate Baking & Pastry Skill Development 25 40 25 40

This course focuses on the enrichment and development of the baking and pastry arts. Students will cover in depth the areas of enriched dough, cookie/brownie formulas, pies and tarts, pastry doughs, laminated doughs, cakes and tores, healthful and special-need baking. This class will also allow students to broaden and practice their current pastry knowledge and apply these skills to production for the restaurant and retail. The areas of syrups, icings, sauces petits fours, restaurant desserts, chocolate, and decorative work will be covered.

FC00137 Entrepreneurship & Employment Skills 25 45 25 45

This course is designed to help students learn more about themselves and the characteristics of successful entrepreneurs. The students will assess their personal experiences, aptitudes, interests, knowledge and skills for entrepreneurship. The course will guide students to consider business ideas that could fit their individual needs and the needs of the community. Students will start to develop the business skills necessary to start their own businesses through planning and goal setting.

FC00143 International Cuisines **25 40 25 40**

This course will introduce students to the world of ethnic cuisine and menu planning. Students will learn about the culture, history and origin of different food groups and practice flavor profiling and development.

FC00115 Culinary Business & Management Principles **25 40 25 40**

The course will give students an understanding of the business and personal skills needed to be successful in the food service industry. By covering culinary math, management principles, professional development and leadership skills, students will obtain the needed confidence to enter the workforce with both critical and soft skills.

FC00209 FACS Ed Capstone **0 65 0 65**

OK CareerTech capstone courses are instruments used to measure the attainment of curricular outcomes or competencies at the culmination of their program. It is an in-depth opportunity for the student to demonstrate accomplishment of the full spectrum of their learning. It should be student centered and directed, which requires analysis and synthesis of knowledge and skills. It should integrate what the student has learned from specific program courses along with their academic courses. Capstone courses are the application of all that the student has learned and serve as a pure evaluation instrument when assessed by a pane of the program experts. In this context community can be defined as a school group, classroom, church, community, town, city, etc.

Sequence II Subtotal Hours:	Theory	Lab	Total
High School Student:	175	350	525
Adult Student:	175	350	525

Program Total:	Theory	Lab	Total
High School Student:	375	675	1050
Adult Student:	375	675	1050

Evaluation Policy:

Employability Grades (100 points per week; 50% of final grade)

The employability skills grade is based on 20 points per day (which may include: attitude, attendance, safety, punctuality, cooperation, participation, clean-up, class preparation, school/classroom rules, and time management). Points will be deducted if these responsibilities are not met at the instructor's discretion. Students will be allowed to make up unearned employability points for **excused** absences only. Full credit will be given for assignments/tests that have been made up (see Student Handbook).

Performance Grades (20% of final grade)

- Live projects
- Performance or skill tests
- Homework
- Written Assignments

Test Grades (30% of final grade)

- Test grades will be based on a 100-point scale.
- Test grades include written and/or skills tests.
- A test will be given for each unit of instruction.
- Tests are to be taken as a unit is completed.
- Tests must be completed within allotted time.

Final Grade (9 Weeks Period)

9-weeks grade will be calculated by averaging grades in each category and summing each category according to their assigned weight. Progress reports will be sent to home schools at six and twelve-week intervals each semester as required or requested. Grades are accessible on-line at <http://sonisweb.greatplains.edu/studsect.cfm>

Grading Scale:

The grading scale as adopted by the Board of Education is as follows:

- A = 90 – 100
- B = 80 – 89
- C = 70 – 79
- D = 60 – 69
- F = Below 60
- W = Withdrawn
- I = Incomplete
- N = No Grade (Refer to Student Handbook)

Make-Up Work Policy:

All Make-Up Work Is The Responsibility Of The Student. Make-up work will be handled as specified in the Student Handbook. Please be sure to read and understand all student policies, especially make-up of assignments, tests and employability due to absences. Students should always arrange for any make-up work with the instructor as per the Student Handbook. Students should keep track of his or her progress and grades.

Attendance Policy:

For specific information related to attendance and tardiness refer to the Student Handbook. Students should keep a written record of their absences and tardiness.

Course Requirements and Expectations:

The general course requirements and expectations include:

- Students must adhere to the policies and procedures in the GPTC Student Handbook
- Students are required to wear appropriate class uniform.
- Demonstrate appropriate safety practices as indicated by food service industry standards.
- Demonstrate proper use of kitchen tools and equipment utilized in the culinary arts field.
- Speak clearly and courteously to customers, coworkers, supervisors, and professionals.
- Demonstrate an understanding of basic nutrition.
- Demonstrate appropriate customer service skills.
- Demonstrate fundamental math skills.
- Prepare and serve meals in accordance with industry standards.

Student Behavior Includes:

- Students are expected to be in class on time.
- Students are required to wear appropriate class uniform.
- Students must adhere to the policies and procedures in the GPTC Student Handbook.
- Students should dress and groom appropriately for the job they are being trained.

NOTE: For additional information or questions regarding the GPTC School policies and procedures, please refer to the Student Handbook and/or the Instructor.

Industry Alignments:

- National Restaurant Association (ProStart)
- American Culinary Foundation (Culinary Concepts)
- National Restaurant Association Educational Foundation

Certification Outcomes:

Tier 2 – Certifications Endorsed by Industry Organizations

- ODCTE: Advanced Culinary Arts (7309)
- ODCTE: Basic Culinary Arts (7308)

Tier 6 – Certifications Administered/Proctored by Instructor

- Food Handler Certificate
- ProStart National Certification of Achievement (7526)

CIP Code and SOC Code Crosswalk:

- CIP Code – 12.0500
- SOC Code – 35-2019.00

OCAS program codes:

- 9426 – Culinary Arts (first year)
- 9427 – Culinary Arts (second year)

Instructional Materials and Supplies:

Students are not required to purchase textbooks or supplemental materials.

Textbooks:

National Restaurant Association. Becoming a Restaurant and Food Service Professional Year One. 1582801177. Chicago: National Restaurant Association Education Foundation, 2005.

National Restaurant Association. Becoming a Restaurant and Food Service Professional Year One Workbook. 1582801207. Chicago: National Restaurant Association Education Foundation, 2005.

National Restaurant Association. Becoming a Food Service Professional Year Two. 1582800022. Chicago: National Restaurant Association Education Foundation, 1999.

National Restaurant Association. Becoming a Food Service Professional Year Two Work Book. 1582800022. Chicago: National Restaurant Association Education Foundation, 1999.