

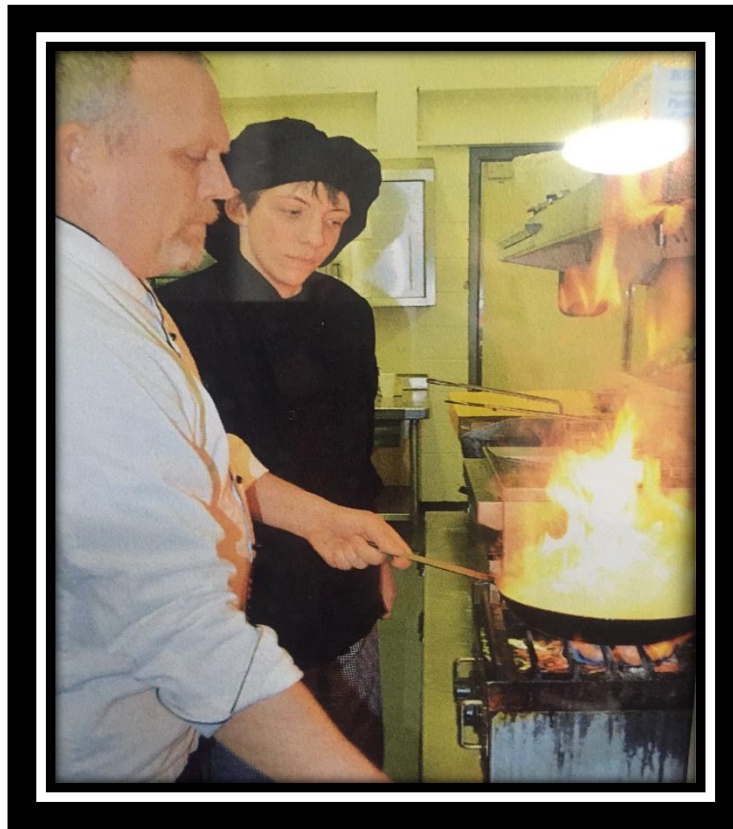
# - Schuylkill Technology Center -

(Est. 1968)

## INSTITUTIONAL FOOD WORKER

## PROGRAM COURSE SYLLABUS

CIP CODE # 12.0508



*Technology is our middle name !*

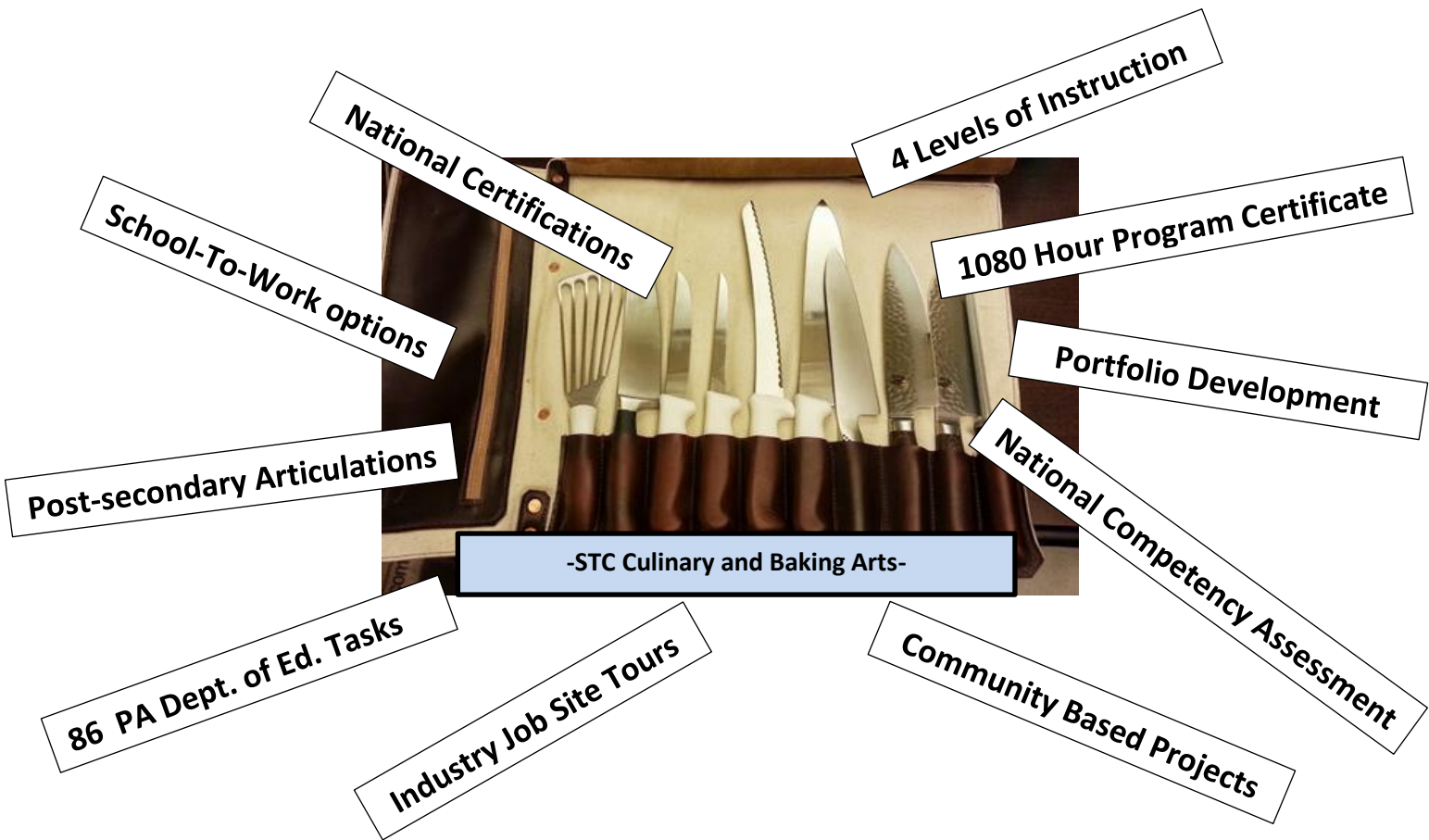
### Culinary & Baking Program:

- ✓ Course Length: 1080 hours
- ✓ 86 Program of Study Tasks
- ✓ An Industry Certification
- ✓ 4 Post-Secondary Articulations

Phone #: (570) 874-1034 ext. 4891

Email: [swr@stcenters.org](mailto:swr@stcenters.org)

Website: [www.stcenters.org](http://www.stcenters.org)



-STC Culinary and Baking Arts-

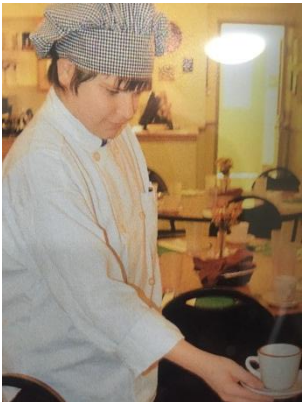


Level 1 Knife Skills

Level 2 preparing for a banquet.



Level 3 Table Service.



**Level 1:**

- Safety / Orientation
- Sanitation
- Mechanical and Cutting Tools
- Standardized Recipes
- Storage Procedures

**LEVEL 2:**

- Safety / Orientation
- Sanitation
- Mechanical and Cutting Tools
- Receiving and Storage
- Garde Manger

**LEVEL 3:**

- Stocks, Soups, Sauces
- Breakfast Cookery
- Starch Cookery
- Beverage service
- Cooking Methods

**LEVEL 4:**

- Meat Butchery
- Service Operations
- Banquets and Catering
- Nutrition

~SUGGESTED PREREQUISITES~

The following is a list of “suggested” prerequisite courses for a student to consider before entering the STC CIS program.

- Basic computer operations
- Microsoft Word
- Microsoft Excel
- Algebra 1
- Strong Work Ethic



~ CERTIFICATIONS ~

- STC Institutional Food Worker Certificate of Completion
- NOCTI Management Information Systems Certificate
  - ServSafe Certificate

All Pending student achievement

**~ ARTICULATION AGREEMENTS ~**

(Post-Secondary schools participating with PDE Computer Information Systems POS Articulation Agreements)

*Keystone Technical Institute*  
*Delaware county Community College*  
*Westmoreland County Community College*  
*Pennsylvania College of Technology*

**→ It is the Student's responsibility to...**

1	read, understand and follow the contents of the STC Student Handbook.
2	follow attendance guidelines and absence procedures.
3	be prepared with materials and a pencil each day.
4	follow shop dress codes and school dress codes.
5	follow all shop and safety rules
7	cooperate with others and work as a team member in the shop.
8	work with diligence and display initiative.
9	work with a positive attitude which will promote success concerning your career pathway.
10	complete a performance tasks and theory assignments to the best of your ability.
11	continually update and enrich your personal portfolio for three semesters.
12	strive towards achieving Industry related certifications (such as NOCTI).
13	monitor the technology workforce both in and outside of the STC CIS program.
14	stand on your own two feet and make responsible decisions that affect your career.
15	<b>respect all fellow students and STC staff members each day.</b>

**STUDENT SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PARENT SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**~ STC EQUIPMENT SUGGESTIONS ~**

- All levels:**
- Writing Instruments
  - Binder
  - Combo Lock
  - Clean Uniform



STC provides students with four types of workforce development opportunities through Cooperative Education. These programs include (1) Job Shadow, (2) Internships, (3) Clinical, and (4) Co-op (Capstone). For more information, contact the Cooperative Education Coordinator at (570) 874-1034 x4816 or (570) 544-4748 x3110.

## ~ STC PROGRAM STUDENT ASSESSMENT ~

STC Computer Information Systems students will be evaluated in three specific areas: **KNOWLEDGE (30%)**, **WORK ETHIC (30%)**, and **SKILL (40%)**. A daily grade under the “Work Ethic” category will account for a maximum of ten points per day. See the “Assessment Rubric” below for examples of evaluation.

### - STC CIS Program Assessment Rubric -

#### KNOWLEDGE – 30%

LEARNING GUIDES	Work diligently on modules to completion. Work is neat and correct.	1-100
PROGRAMS	Programs are orderly, complete, on time and contain documentation.	1-100
KWL READINGS	Eight construction related readings with written reports - (neat & complete).	1-100
PORTFOLIO	As per GUIDELINES – DUE on 60th day of 90 day cycle.	1-100
TESTS	Each learning guide has a test. Use “PreTest” to prepare for tests.	1-100

#### WORK ETHIC – 30%

ATTENDANCE	Good attendance and effort; completes make-up work.	<b>10 POINTS PER DAY</b> Non - excused absences = 0
ATTITUDE	Respectful towards other students, staff, and school property.	
INITIATIVE	Moves on to the next job without being told; does not complain.	
DILLIGENCE	Stays on task until completion / focused on the job.	
COOPERATION	Works effectively with others on a daily basis. Helps others.	
RESPONSIBILITY	Act mature and is accountable in all areas throughout the day.	

#### (POS TASK LISTING): SKILL – 40%

SAFETY	Shop safety rules followed? Practices safety?	1-100
COMMUNICATION	Proper communication skills? Would a customer be satisfied?	1-100
SOFTWARE USE	Can you create a letter properly? A spreadsheet? Do a mass mailing?	1-100
PROGRAMMING	Do you know what a variable is? What are the three basic coding structures?	1-100
TROUBLESHOOTING	Can you assess a computer problem? Can you fix it?	1-100



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