

# Culinary Arts Year 1 & Year 2

## COURSE SYLLABUS



Chef Moore CWPC, CSFE  
Culinary Instructor  
Nichols Career Center:  
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Chef Amber Moore's JCHS webpage <http://www.jcschools.us/Page/12506>

### **Course Description**

Culinary Arts is a two-year American Culinary Federation accredited program that prepares students for a variety of occupations in the hospitality and food service industries. First year students learn food preparation, sanitation and safety, nutrition, basic baking, dining room service, menu planning, purchasing, receiving, inventory, and storage, human relations, garde manger, sustainability, and nutrition in an industry standard kitchen. Students have the opportunity to showcase these skills through several catering events within the school and community. Second year students continue to advance their competencies in food preparation, sanitation and safety, nutrition, basic baking.

**IRC:** [ACF Certified Fundamentals Cook](#)

**Additional Certification:** [ServSafe Food Protection Manager](#)

[Culinary Arts 1 Required Knowledge & Skill Competencies](#)

[Culinary Arts 2 Required Knowledge & Skill Competencies](#)

### **Culinary Arts Program Goal:**

Students will develop the culinary knowledge and practical skills needed to be career-ready for entry-level culinary-prep positions including sanitation and safety, nutrition, human relations skills, use of large and small equipment, purchasing, receiving, inventory and storage, and varied food preparation.

### **Textbooks**

- Foundations of Restaurant Management & Culinary Arts Level 1  
National Restaurant Association Educational Foundation, Pearson 2011
- Foundations of Restaurant Management & Culinary Arts Level 2  
National Restaurant Association Educational Foundation, Pearson 2011
- On Cooking: Techniques From Expert Chefs, Trade Version (6th Edition)  
Sarah Labensky and Alan Hause, Prentice Hall, 2019
- ServSafe: Food Handler Guide, by Educational Foundation, 6th Edition  
National Restaurant Association Educational Foundation, 2013

### **Grading:**

- 10% Daily Participation Formative (Weekly Article Summaries)
- 10% Final Exam/Term Exam
- 65% Kitchen Lab (Projects, Kitchen Practicals, Participation, etc.)
- 5% Tech English
- 5% Tech Math
- 5% Tests/Quizzes-Summative (Written, Equipment/Product Identification)

Each assignment will be given a point value. Your grade will be determined by dividing the points you earn on each assignment by the total point value of the assignment. The district grading scale is printed in your NCC handbook. All work will be assigned through google classroom.

### **Kitchen Labs:**

Kitchen Labs will be set up on a team system and/or individual. Teams will be assigned to a production area and required to perform various task. Labs evaluate uniforms, mise en place, sanitation, workstation, waste, clean up teamwork / participation, time management, use of equipment, technique, skill level, attitude. Team members not performing their job duties will have point deductions from their lab participation grade. Keep in mind that what you do as an individual affects the product that your entire team will be graded on. In addition, each student will be given leadership roles throughout the course and be evaluated on their performance.

**\*Please see [rubric for kitchen labs](#)\***

### **Quizzes:**

Quizzes will be assigned as hands on demonstration or as written quizzes relating to current units of study.

### **Tests:**

Tests will be given as skill demonstration or as written tests relating to current and previous topics.

SLO pre-test will be given to Culinary Arts Year 1 students by end of August 2020 & SLO post-test Culinary Arts Year 1 students first 2 weeks in December 2020.

TSA (technical standard assessment) American Culinary Federation Certified Fundamental Cook

### **Weekly Homework:**

Article Summaries are due ***EVERY MONDAY*** at the beginning of class or if absent the next day present.

Article Summary assignment is to find a current events article related to Foodservice, Hospitality, Nutrition (google classroom I have linked several sites). Read through the article. Answer the questions, type a **two paragraph** summary. Hyperlink the source being used for the summary. Turn in summary through google classroom due ***EVERY MONDAY***.

**[Culinary Arts Writing Rubric](#)**

**Semester and Final Exams:** Exams will be made up of two parts: Written and Practical. Written and practical exams will be given on different days. The written exam will consist of multiple choice, matching, fill in the blank questions short answer and essay questions. The practical exam is a demonstration of your kitchen lab skills.

### **Attendance**

Attendance is crucial for lab days, as they are difficult to be made up. However, due to school activities, general illness and appointments, students will have to be out of class. Because of this, periodically through the grading period, Supplemental assignments have been incorporated into the schedule to give students an opportunity to supplement points they have missed in the lab. All work to be made up is the responsibility of the student.

All assignments must be turned in as scheduled by the instructor. These assignments are crucial for students to expand their understanding, and will give both of us an opportunity to check for comprehension before moving on. If you are absent, it is the student's responsibility to get the make-up work and discuss with Chef Moore an appropriate timeline to get caught up.

### **2 ways to make up missed lab:**

1. Assisting in culinary arts catering event, outside of class time frame (after school, before school, weekends, etc.)
2. Utilizing google classroom students can View demonstration videos over curricular unit, view powerpoint over curricular unit, fill out graphic organizer covering missed curricular unit, review required recipes for curricular unit. Set up a time with Chef Moore to demonstrate student can perform hands on curricular unit.

### **Google Classroom:**

Written assignments, rubrics and classroom documents will be posted on Google Classroom. All posted assignments and group evaluations must be turned in via Google Classroom. If the student is having technical

difficulties then an email is acceptable. Make up kitchen lab options are found on Google classroom under the about section. Please reference these options when you are absent from class.

**Classroom Discipline:**

Students need to be aware of the policies and procedures for the school and classroom rules in the NCC student and Parent Handbook. All students will be held accountable to those rules and expectations. Please remember:

- no hats or headgear in the building
- shorts need to be an appropriate length
- use appropriate language
- NCC student ID's need to be worn outside of kitchen (example: on break, nurses office, restroom, attendance desk)

**Classroom Expectations:** Act like a young adult and you will be treated as one! I enforce ALL school rules!

- **I expect each student to conduct themselves in an appropriate manner at all times in the classroom/shop.** Be respectful of the teacher, other students, and yourself. Use appropriate language, manage your own behavior, and accept responsibility for the consequences of negative behavior. Disruptive, disrespectful behavior will not be tolerated.
- **I expect each student to work hard at all times in the classroom/kitchen.** Abide by all safety rules, stay on-task at all times in order to complete your assignments, and take pride in your work. Take ownership in your learning.
- **I expect each student to pay close attention to my instruction.** Stay focused during instructor demonstrations, discussion, and recipe review. Follow instructions carefully. You may ask for further explanation, but do not ask me to repeat something because you were not paying attention.
- **I expect each student to succeed.** You have complete control over your academic success. I will help you succeed in any way I can. If you work hard, attend class regularly, complete assignments on time, abide by all safety rules, and take ownership in your learning, you will succeed. This is your education. You will take it with you when you leave here. Invest your time and energy in this valuable asset.
- **I expect each student to be in full uniform EVERYDAY.** (*Uniform Policy attached*) For safety and sanitation reasons students will not be permitted to **participate** in a lab environment, if they do not meet uniform policy, non slip shoes, no chef jacket, no chef pants, no hair restraint, no socks, a dirty uniform and/or poor personal hygiene. Being out of uniform results in **NO** points.
- **I expect each student to adhere by the personal safety & sanitation policies.** No gum chewing in the kitchen area and restaurant area. Gum chewing can lead to a physical contamination in the foods that we prepare and serve to our customers. Safety is one of our main concerns, so please refrain from horseplay. Horseplay is any action that causes a disruption from learning and jeopardizes the safety of other students. **NO** uncovered drink containers allowed in kitchen, no personal drink containers allowed on top of stainless steel tables during lab.
- **I expect each student NOT to use their personal device.** Personal device is **NOT** allowed during Kitchen Labs, **ALL** students must leave personal devices in locker. Using a personal device can lead to a physical, biological contamination in the foods that we prepare and serve to our customers. Safety and sanitation is one of our main concerns, so please refrain from using personal device during kitchen lab. If parents/guardians need to contact you, they can call the main line 573-659-3100. *\*\*Exceptions to this rule, Chef Moore MUST give permission personal device can be used for pictures of final product for use in portfolio.*

**Communication Plan:** Nichols Career Center has many opportunities for both students and guardians to stay up-to-date on the grades and assessment expectations of the course. My primary source is Infinite Campus, our grading system. You may log into Infinite Campus at any time to see the progress on assessments and

assignments of the course, I make notes of missed point. If ever there is a concern, please contact me by email [amber.moore@jcschools.us](mailto:amber.moore@jcschools.us) or phone (573) 659-3100.

**Student Organizations:**

- As a Culinary student, you will be a member of the SkillsUSA organization. SkillsUSA is a student-oriented organization designed to expand your citizenship, leadership, teamwork, and employability skills. As a member, you will be encouraged to participate in competitive events at the local, district, state, and national levels in both leadership and occupational skills.
- As a culinary student, you can become a member of the ACF Central Missouri Chapter. Nichols Career Center culinary arts program is becoming accredited through the American Culinary Federation, which provides your the opportunity to join as a Junior Culinarian.

**Required Knowledge & Skill Competencies**

	Required Knowledge & Skill Competencies by Term
<b>Term 1</b>	<b>Year 1</b>
<b>Basic Baking</b>	- To apply the fundamentals of baking science to the preparation of a variety of products. - To use and care for equipment normally found in the bakeshop or baking area.
<b>Business &amp; Math Skills</b>	- To perform mathematical functions related to foodservice operations.
<b>Food Preparation</b>	-To develop skills in knife, tool and equipment handling and apply principles of food preparation to produce a variety of foods. - To operate equipment safely and correctly.
<b>Nutrition</b>	- To describe the characteristics, functions and food sources of major nutrients and how to maximize nutrient retention in food preparation and storage.
<b>Intro to Hospitality &amp; Foodservice Industry</b>	- To develop an understanding of the hospitality industry and career opportunities in the field. - To investigate trade publications and professional organizations appropriate for continuing education. - To become familiar with the organizational structure and basic functions of departments within hospitality and foodservice establishments.
<b>Sanitation &amp; Safety</b>	- To develop an understanding of the basic principles of sanitation and safety and be able to apply them in the foodservice operations. - To reinforce personal hygiene habits and food handling practices that protects the health of the consumer.
<b>Term 1</b>	<b>Year 2</b>
<b>Nutrition</b>	- To describe the characteristics, functions and food sources of major nutrients and how to maximize nutrient retention in food preparation and storage.
<b>Food Preparation</b>	To develop skills in knife, tool and equipment handling and apply principles of food preparation to produce a variety of foods. - To operate equipment safely and correctly.
<b>Human Relations Skills</b>	- To develop skills in human relations.
<b>Menu Planning</b>	- To develop an understanding of the basic principles of menu planning and layout.
<b>Sanitation &amp; Safety</b>	- To develop an understanding of the basic principles of sanitation and safety and be able to apply them in the foodservice operations. - To reinforce personal hygiene habits and food handling practices that protects the health of the consumer.
<b>Term 2</b>	<b>Year 1</b>
<b>Business &amp; Math Skills</b>	- To perform mathematical functions related to foodservice operations.
<b>Dining Room Service</b>	- To perform dining room service functions using a variety of types of service. - To demonstrate an understanding of quality customer service.

<b>Food Preparation</b>	- To develop skills in knife, tool and equipment handling and apply principles of food preparation to produce a variety of foods. - To operate equipment safely and correctly.
<b>Menu Planning</b>	- To develop an understanding of the basic principles of menu planning and layout.
<b>Purchasing, Receiving, Inventory, &amp; Storage</b>	- To understand purchasing and receiving practices in quality foodservice operations. - To receive, inventory and store food and non-food items properly.
<b>Term 2</b>	<b>Year 2</b>
<b>Business &amp; Math Skills</b>	- To perform mathematical functions related to foodservice operations.
<b>Garde Manger</b>	- To develop skills in producing a variety of cold food products. - To prepare items appropriate for buffet presentation, including decorative pieces.
<b>Dining Room Service</b>	- To perform dining room service functions using a variety of types of service. - To demonstrate an understanding of quality customer service.
<b>Food Preparation</b>	- To develop skills in knife, tool and equipment handling and apply principles of food preparation to produce a variety of foods. - To operate equipment safely and correctly.
<b>Menu Planning</b>	- To develop an understanding of the basic principles of menu planning and layout.
<b>Purchasing, Receiving, Inventory, &amp; Storage</b>	- To understand purchasing and receiving practices in quality foodservice operations. - To receive, inventory and store food and non-food items properly.
<b>Term 3</b>	<b>Year 1</b>
<b>Business &amp; Math Skills</b>	- To perform mathematical functions related to foodservice operations.
<b>Food Preparation</b>	- To develop skills in knife, tool and equipment handling and apply principles of food preparation to produce a variety of foods. - To operate equipment safely and correctly.
<b>Human Relations Skills</b>	- To develop skills in human relations.
<b>Menu Planning</b>	- To develop an understanding of the basic principles of menu planning and layout.
<b>Sanitation &amp; Safety</b>	- To develop an understanding of the basic principles of sanitation and safety and be able to apply them in the foodservice operations. - To reinforce personal hygiene habits and food handling practices that protects the health of the consumer.
<b>Term 3</b>	<b>Year 2</b>
<b>Basic Baking</b>	- To apply the fundamentals of baking science to the preparation of a variety of products. - To use and care for equipment normally found in the bakeshop or baking area.
<b>Food Preparation</b>	- To develop skills in knife, tool and equipment handling and apply principles of food preparation to produce a variety of foods. - To operate equipment safely and correctly.
<b>Menu Planning</b>	- To develop an understanding of the basic principles of menu planning and layout.
<b>Sanitation &amp; Safety</b>	- To develop an understanding of the basic principles of sanitation and safety and be able to apply them in the foodservice operations. - To reinforce personal hygiene habits and food handling practices that protects the health of the consumer.
<b>Term 4</b>	<b>Year 1</b>
<b>Basic Baking</b>	- To apply the fundamentals of baking science to the preparation of a variety of products. - To use and care for equipment normally found in the bakeshop or baking area.
<b>Environmental Sustainability</b>	- To foster awareness of sustainability issues impacting the culinary industry.
<b>Food Preparation</b>	- To develop skills in knife, tool and equipment handling and apply principles of food preparation to produce a variety of foods. - To operate equipment safely and correctly.

<b>Garde Manger</b>	- To develop skills in producing a variety of cold food products. - To prepare items appropriate for buffet presentation, including decorative pieces.
<b>Human Relations Skills</b>	- To develop skills in human relations.
<b>Menu Planning</b>	- To develop an understanding of the basic principles of menu planning and layout.
<b>Sanitation &amp; Safety</b>	- To develop an understanding of the basic principles of sanitation and safety and be able to apply them in the foodservice operations. - To reinforce personal hygiene habits and food handling practices that protects the health of the consumer.
<b>Term 4</b>	<b>Year 2</b>
<b>Environmental Sustainability</b>	- To foster awareness of sustainability issues impacting the culinary industry.
<b>Food Preparation</b>	- To develop skills in knife, tool and equipment handling and apply principles of food preparation to produce a variety of foods. - To operate equipment safely and correctly.
<b>Human Relations Skills</b>	- To develop skills in human relations.
<b>Menu Planning</b>	- To develop an understanding of the basic principles of menu planning and layout.
<b>Intro to Hospitality &amp; Foodservice Industry</b>	- To develop an understanding of the hospitality industry and career opportunities in the field. - To investigate trade publications and professional organizations appropriate for continuing education. - To become familiar with the organizational structure and basic functions of departments within hospitality and foodservice establishments.

Student Uniforms will be ordered online as a class or speak with Chef Moore

\$51.66 cost includes (with face coverings \$58.65):

**Nichols Career Center Chef Apparel package with embroidered Name & Logo**

DESCRIPTION

Basic white chef coat, WCCW: start at \$11.95 (add \$1 for XL, \$2 for 2XL, etc.)

Nichols Career Center logo embroidery: \$4.50

American Culinary Federation logo embroidery: \$4.50

Name embroidery: \$3 per name

Checkered pants, NBCP: start at \$17.95 (add \$1 for XL, \$2 for 2XL, etc.)

Basic white apron, APKDC: \$4.88

Basic black beanie, BNBK: \$4.88

Face Covering: \$5.99-\$6.99

**Culinary Arts Uniform Policy**

Listed are the **Minimal** Clothing requirements for ACFEF Secondary Certified program students while in a kitchen/lab environment and the reasons for set requirement.

1. **You must follow all local and state food service handler health regulations.**

**Reason-** Safety-Protect the student. Sanitation- protect from food contamination

2. **Chef Coat-** Must be worn at all times student is in the kitchen/lab and must be clean and pressed (free of wrinkles)

**Reason-** Safety-Protect the student. Sanitation- protect from food contamination

3. **Work Shoes-** Must be worn at all times. Shoes must be leather, non-slip sole, closed-toed and cleanable

**Reason-** Safety-Protect the student from slips, spills and falls

4. **Pants-** Long pants must be worn in the kitchen at all times. Pants should be worn at the waist and pants length should be ankle length but not touch the ground. checked during class or black can be worn during catering events. Non- denim.

**Reason-** Safety -Protect the student from spills and burns

5. **Hair Covering-** All hair must be covered, if hair extends beyond shoulder-length both hat and a hairnet must be used (Chef Hat, Cap, or Hairnet), this includes bangs which must be secured off the face or under a hairnet.

**Reason-**Sanitation- prevent hair from falling into food

6. **Jewelry-** Hands: No jewelry of any kind is to be worn in the kitchen except for plain wedding band. Ears: limit to one stud per ear, nothing dangling. Face: all facial studs, piercings, chains need to be removed. This includes nose, cheek, eyebrow and neck. Wrist: watches need to be removed and or buttoned to Chef Coat or shirt. No bracelets.

**Reason-** Safety and sanitation- earrings and earring backs which can fall into food products, piercing jewelry can be caught on pieces of equipment and can harbor food and germs causing unsanitary and unsafe conditions. Wrist watches, wrist bands and bracelets are a potential source of cross contamination.

7. **Nails and Nail Polish-** No nail polish of any kind or false nails are permitted. All nails must be trimmed to finger length.

**Reason-** Sanitation and physical hazards

8. **Apron-** clean, white or black apron, wrinkle free, unstained.

**Reason-** Sanitation and physical hazards

*Note:*

- **Socks-**must be worn
- **Neckerchief/Cravats-** May be required in some competitions.

**Reason-** Sanitation and physical hazards

- **Facemask-** Will be required during all kitchen labs.

**Reason-** Sanitation and physical hazards

***\*Students who are out of compliance with the uniform policy are allowed to rectify any issues prior to class. If the student needs to leave class to rectify a uniform infraction, penalties will be assessed.***

*Refused Admittance and Limited Participation:*

*For safety and sanitation reasons students will not be permitted to participate in a lab environment if they have improper footwear, no chef jacket, no chef pants, no hair restraint, no socks, a dirty uniform and/or poor personal hygiene.*

*Students may be permitted to observe the lab.*

## **PARENT AND STUDENT SYLLABUS ACKNOWLEDGMENT FORM**

I hereby acknowledge and understand the expectation of my student enrolled in NCC Culinary Arts Program.

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Student (print)

Sign

Date

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Guardian or Parent of Student (print)

Sign

Date

## Success never tasted so good!

Cooking isn't just something you do - it's an exploration into ingredients and flavors from around the globe to create works of art, with plates as your canvas.