I. COURSE PREREQUISITE:
Appropriate assessment test scores ABOVE DREA 0091 AND DMAT 0091 OR CONCURRENT ENROLLMENT.

II. COURSE DESCRIPTION: (From College Catalog 20013-2014)
Topics address recently identified current events, skills, knowledge’s, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (2 lec. 1 lab)

III. COURSE FOCUS
The seminar format is used throughout the class sessions. Students are expected to make periodic class presentations of readings and other assigned projects.

IV. TEXT AND REFERENCES

REQUIRED TEXTS AND MATERIALS:
2. Student membership in ACF through March 20th, 2013.

PROVIDED TEXTS, REFERENCES AND WEBSITES (purchase optional):
2. Escoffier- The Complete Guide to the Art of Modern Cookery, Cracknell & Kaufmann, ISBN# 0-471-29016-5 Chapters 1, 3, 6, 7, and 8 www.wiley.com
7. Knowledge Bowl CD_ROMs
V. COURSE OBJECTIVES

<table>
<thead>
<tr>
<th>SCANS</th>
<th>COURSE OBJECTIVE</th>
<th>EVALUATION</th>
</tr>
</thead>
</table>
| 3a, 3b, 3c, 3d, 3e  | Respond accurately to questions both written and oral in the five areas covered by the texts and references used in competition. | Course assignments & projects completion  
Class Participation  
Course learning objectives  
Instructor evaluation |
| 5a, 5b, 5c, 5d, 5f  | | |
| 1a, 1e, 2a, 2b, 2c, 2d, 2e, 3a, 3b, 3c, 3d, 3e, 3f | Work independently and in teams on all assigned projects and class activities. | Course assignments & projects completion  
Class Participation  
Course learning objectives  
Instructor evaluation |
| 1a, 1b, 2a, 2b, 2c, 2d, 3b, 3e | Conduct research and develop questions and responses in the areas of classical and modern cookery, bakery, pastry, nutrition and food safety and sanitation. | Course assignments & projects completion  
Class Participation  
Course learning objectives  
Instructor evaluation |
| 1a, 1e, 2a, 2b, 2c, 2d, 2e, 3a, 3b, 3c, 3d, 3e, 3f | Conduct him/herself in a professional manner in accordance with ACF and ECC standards. | Course assignments & projects completion  
Class Participation  
Course learning objectives  
Instructor evaluation |

EL CENTRO COLLEGE SCANS STATEMENT

WHAT ARE SCANS SKILLS?
These are the skills that employers need the most from their workers. SCANS skills are the predictors of success in the workplace.

WHO DEFINED THESE SKILLS?
In 1989, the U.S. Departments of Labor and Education jointly surveyed U.S. employers to find out the most important skills and competencies needed by workers. The results of that survey identified SCANS (Secretary's Commission on Achieving Necessary Skills).

ECC Students and SCANS
El Centro College is committed to the preparation of our students for success in the workplace.

All El Centro College courses provide learning outcomes, which result in the mastery of SCANS skills. Although each course will not include every SCANS skill, each course syllabus will identify the specific SCANS skills and competencies taught in that course.

Throughout a formal program of study (Certificate, Degree or Transfer Program) a student will have the opportunity to master all SCANS skills and competencies.

<table>
<thead>
<tr>
<th>BASIC SKILLS</th>
<th>THINKING SKILLS</th>
<th>PERSONAL QUALITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.a. Reading</td>
<td>2.a. Creative thinking</td>
<td>3.a. Responsibility</td>
</tr>
<tr>
<td>1.b. Writing</td>
<td>2.b. Decision making</td>
<td>3.b. Self-esteem</td>
</tr>
<tr>
<td>1.c. Arithmetic/Math</td>
<td>2.c. Problem solving</td>
<td>3.c. Sociability</td>
</tr>
<tr>
<td>1.e. Listening</td>
<td>2.e. Seeing things in the mind's eye</td>
<td>3.e. Integrity</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MANAGING RESOURCES</th>
<th>INTERPERSONAL SKILLS</th>
<th>INFORMATION SKILLS</th>
<th>SYSTEMS KNOWLEDGE</th>
<th>USING TECHNOLOGY</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.e. Manage Human Resources</td>
<td>5.e. Negotiate Conflict</td>
<td></td>
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<tr>
<td>4.f. Work with Diversity</td>
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</table>
VII. STUDENT CONTRIBUTIONS AND ATTENDANCE POLICY

(A) Attendance Policy
1. Attendance will be taken by the instructor at every seminar. Thirty points will be deducted from the students’ point total each time a student is absent; twenty points will be deducted each time a student is tardy.

(B) Withdrawal Policy:
1. If a student is unable to complete this course, for any reason, it is each student's responsibility to withdraw from it by Thursday, April 16, 2015. Withdrawal from a course is a formal procedure, which THE STUDENT must initiate, the instructor is not able to do it. This procedure may be done in Admissions or Counseling. If a student stops attending and does not withdraw the student will receive a performance grade, usually “F”.

2. Students sometime drop courses when help is available that would help them to continue and successfully complete the course. Each student is strongly advised to discuss plans to drop this course with the instructor. Each instructor is committed to help each student successfully finish this course.

VIII. CLASS SCHEDULE and Assignments
SESSION 1 Syllabus and organization of the class
Distribution of course materials, assignment of each
Students’specialization area.

SESSION 2-15 Complete readings, end of chapter & study guide questions (where applicable) and bring minimum of 25 “index flash cards” or game board with questions from assigned references areas for exchange, practice and drill during class.

SESSION 16 Wrap-up

Must be able to attend ACF Central Region Conference and competition in Indianapolis, IN. April 12-15th, 2015.

COURSE EVALUATION:
A = COMPLETION OF 90% (or above) OF ASSIGNMENTS ON A TIMELY BASIS WITH ONE ABSENCE.

B = COMPLETION OF 80% OF ASSIGNMENTS ON A TIMELY BASIS or TWO ABSENCES.

C = COMPLETION OF 70% OF ASSIGNMENTS ON A TIMELY BASIS or THREE ABSENCES.

D = COMPLETION OF 60% OF ASSIGNMENTS ON A TIMELY BASIS or FOUR ABSENCES.

F = COMPLETION OF 60% OF ASSIGNMENTS ON A TIMELY BASIS or FIVE ABSENCES.
SYLLABUS ADDENDUM

A. ACADEMIC ETHICS: Any violation of the Student Code of Conduct (as printed in the El Centro College Catalog and available at http://www.dcccd.edu/cat9899/conduct.htm) will be penalized accordingly. All matters of academic dishonesty (plagiarism, collusion, fabrication, cheating, etc.) will result in a failing grade for the assignment in question. All violations will be forwarded to the proper college authorities for review. The college may, at its discretion, impose additional penalties on the student including academic probation, suspension, or expulsion. ANY form of disruptive behavior will not be tolerated.

The Food & Hospitality Student Code of Conduct must be signed, dated and on file for each semester a student is attending class.

B. DISABILITY ACCOMMODATIONS: Any student who may need accommodations due to a disability should contact the Disability Services office, Room a-110, 214 860-2411.

C. FINANCIAL AID: Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester.

D. RELIGIOUS HOLY DAYS: A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the fifteenth day after the first day of the semester, the student notified the instructor of each class scheduled on the date that the student would be absent for a religious holy day. A "religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code. The notice shall be in writing and shall be delivered by the student personally to the instructor, with receipt acknowledged and dated by the instructor or by certified mail, return receipt requested, addressed to the instructor. A student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

E. CHILDREN ON CAMPUS: El Centro College strives to protect an environment most conducive to teaching and learning for all enrolled students. Minor children may not be brought to classrooms, labs, testing areas or study areas of the college. This practice is disruptive to the learning process. Children who are taking part in organized scheduled activities, or who are enrolled in specific classes, are welcomed. For reasons of security and child welfare, the college will not permit unattended children to be left anywhere on the premises. Students/Parents who have problems with child care should visit the advisement/counseling center of the Adult Resource Center to receive referrals to child care services in the area.

F. CHANGING THE SYLLABUS: When conditions or circumstances arise, the instructor may alter this syllabus to improve the material or to increase the expected benefits to each student.

G. GRIEVANCE PROCEDURES: Students are expected to follow established procedures of the appropriate division in handling academic issues, such as grade appeals. El Centro College requires that other complaints and disputes (that cannot be resolved by the persons directly involved) be referred initially the Ombudsman Office for informal, confidential resolution. Additional grievance procedures and the Student Code of Conduct are outlines in the El Centro College Catalog, available in hard copy in advisement or on the web at www.elcentrocollege.edu.

H. CELL PHONES/PAGERS: In order not to interrupt the class session, students are asked to turn off all cell phones and pagers prior to the beginning of class. Students not conforming to this policy will be asked to leave class.

I. STOP BEFORE YOU DROP: For students enrolled in college level courses for the first time in Fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more that 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may
access:  https://www1.dcccd.edu/coursedrops