Instructor: Swee Goh
Phone:
Office:
Office Hours: As posted.
E-mail: shgoh@dcccd.edu
Class Days/Hours: M, T, W, R 1:00-4:50 PM
Room: _____ Lec / C 150 Lab
Business and Public Services Division Office: R-401
Phone: 214-860-2202
Kitchen Phone: 214-860-2217

Course Description:
The CHEF 1305 course is a part of a certification program prepares students to assume entry–level management positions in the dining rooms of hotels, restaurants, clubs, coffee shops and other types of food service operations. Credits earned may be applied toward an Associate of Applied Science in Food and Hospitality Services or Associate of Applied Science in Culinary Arts

The CHEF 1305 course is designed as an introductory level course to introduce the study of personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points); and workplace safety standards.

This is a 3 credit and 1 lab hour course (3Lec 1 lab.)

WECM End of Course Outcomes:
• Identify causes of and prevention procedures for food-borne illness, intoxication, and infection;
• Demonstrate good personal hygiene and safe food handling procedures; describe food storage and refrigeration techniques;
• Explain sanitation of dishes, equipment, and kitchens including cleaning material, garbage, and refuse disposal;
• Discuss Occupational Safety and Health Administration (OSHA) requirements and effective workplace safety programs.

Student Learning Outcomes:
• As a result of participating in this CHEF 1305 course, the student will be able to
• Identify and explain the principles of food safety and sanitation.
• Identify the five diseases that should result in the employee’s exclusion from the operation, their characteristics, causes and prevention.  □ Develop a HACCP plan.
• Calibrate a thermometer
• Demonstrate proper lifting techniques.
• Successfully complete the National Restaurant Association ServSafe exam.

**Required Course Materials:**


A student of El Centro College is not under any obligation to purchase a textbook from a university affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.  **THECB TAC Rule 4.218 (c) Optional Course Materials:**

*Essentials of Food Safety and Sanitation* McSwane, D., Rue, N., Linton, R.

*Essentials of Food Sanitation* Marriott, G., Norman, G.

*Serve Safe Essentials Course book* Educational Foundation, NRA.

**Subject Matter:**

• Providing Safe Food
• The Microworld: Contamination, Food Allergens and Foodborne Illnesses
• Safe Food Handler
• The Flow of Food: Purchasing and Receiving; Storage and Preparation; Service
• Principles of HACCP
• Sanitary Facilities and Equipment
• Cleaning and Sanitizing
• Integrated Pest Management
• Food Safety Regulation
• Employee Training
• Fire Safety
• Accident Prevention and Action for Emergencies
• City Ordinances **Method of Evaluation:**

Quizzes, midterm and a final exam will evaluate the students understanding of the Sanitation and Safety of the food and Hospitality Industry.

**Disclaimer**

The provisions contained in this syllabus do not constitute a contract between the student and El Centro College. These provisions may be changed at the discretion of the Coordinator/Instructor. When necessary, appropriate notice of such changes will be given to the student.
The instructor-of-record may provide additional information to enhance the course to meet the needs of the enrolled students, provided that the enhancements do not conflict with the official course syllabus.

**DCCCD OIE Faculty Syllabi Statement**

The [Office of Institutional Equity](#), in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing compliance policies and procedures. The Institutional Equity and Compliance Officer and the Office of Institutional Equity will ensure compliance with College District policies, federal and state laws related to sexual assault, Title IX, Title II (Americans with Disabilities Act) and the Military Veterans Full Employment Act to support diversity and inclusion.

**Students with Disabilities:**
If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website: dcccd.edu/DSO Offices or contact DCCCD Office of Institutional Equity at (214) 378-1633.

**College Disability Services Offices**

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Brookhaven</td>
<td>972-860-4673</td>
</tr>
<tr>
<td>Cedar Valley</td>
<td>972-860-8119</td>
</tr>
<tr>
<td>Eastfield</td>
<td>972-860-8348</td>
</tr>
<tr>
<td>El Centro</td>
<td>214-860-2411</td>
</tr>
<tr>
<td>Mountain View</td>
<td>214-860-8677</td>
</tr>
<tr>
<td>North Lake</td>
<td>972-273-3165</td>
</tr>
<tr>
<td>Richland</td>
<td>972-238-6180</td>
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</tbody>
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**A Note on Harassment, Discrimination and Sexual Misconduct**

We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence, stalking), retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression, please contact your College Title IX Coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety.

We are concerned about the well-being and development of our students, and are available to discuss any concerns. There are both confidential and non-confidential resources and reporting options available to you. If students wish to keep the information confidential, please contact the college Counseling or Student Health Services. As required by DCCCD policy, incidents of discrimination and/or sexual misconduct shared with faculty will be reported to the College Title IX Coordinator or District Title IX Coordinator. The Title IX Coordinator will contact the student and determine if further investigation is needed. For more information about policies, resources or reporting options, please contact your college Title IX Coordinator or visit [www.dcccd.edu/titleIX](http://www.dcccd.edu/titleIX).

**College Title IX Coordinators**

<table>
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<tr>
<th>Location</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brookhaven</td>
<td>Terri Edrich</td>
<td><a href="mailto:TitleIX-BHC@dcccd.edu">TitleIX-BHC@dcccd.edu</a></td>
<td>972-860-4825</td>
</tr>
<tr>
<td>Cedar Valley</td>
<td>Grenna Rollings</td>
<td><a href="mailto:TitleIX-CVC@dcccd.edu">TitleIX-CVC@dcccd.edu</a></td>
<td>972-860-8181</td>
</tr>
<tr>
<td>Eastfield</td>
<td>Rachel Wolf</td>
<td><a href="mailto:TitleIX-EFC@dcccd.edu">TitleIX-EFC@dcccd.edu</a></td>
<td>972-860-7358</td>
</tr>
<tr>
<td>El Centro</td>
<td>Shanee’ Moore</td>
<td><a href="mailto:TitleIX-ECC@dcccd.edu">TitleIX-ECC@dcccd.edu</a></td>
<td>214-860-2138</td>
</tr>
</tbody>
</table>
Policies

Students should click on the links below and read all of these policies.

General institutional policies:

Institutional Policies

Stop Before You Drop (6Drop)
For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code §1.907 limits the number of courses a student may drop. You may drop no more than 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/6drop

Repeating a Course
Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 Semester. See Third Attempt to Enroll in a Course at http://www.dcccd.edu/thirdcourseattempt/

Withdrawal Policy
If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by the official drop date for this course. Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions office at 214-860-2484 (A169), or contact the division office.
Financial Aid

If you are receiving any form of financial aid, you 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. Students who fail to attend or participate after the drop date are also subject to this policy.

ADA Statement

If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office at 214.860.2411 (Voice/TTY), visit A095, or go to http://www.elcentrocollege.edu/students/disability-services

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.

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 childcare should visit the advisement/counseling center or the Adult Resource Center to receive referrals to childcare services in the area.

Campus Emergency Operation Plan

El Centro College and the Dallas County Community College District have developed policies and procedures for dealing with emergencies that may occur on campus. To familiarize yourself with these procedures, review the ECC web site information and take time to watch the overview video:

http://www/video.dcccd.edu/rtv/DO/emergency_dccc.wmv

Financial Aid Certification of Attendance

You must attend and participate in your on-campus or online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance in your on-campus or online course in order for you to receive financial aid. You must participate in an academic related activity pertaining to the course but not limited to the following examples: initiating contact with your instructor to ask a question about the academic subject studied in the course; submitting an academic assignment; taking an exam; completing an interactive video; participating in computer-assisted instruction; attending a study group assigned by the instructor; or participating in an online discussion board about academic matters relating to the course. In an online course, simply logging in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online class and are engaged in an academically related activity such as in the examples described above.
Course-related institutional policies

http://www.elcentrocollege.edu/admissions/schedule/syllabus/Course-Related-Policies.pdf

Course-related Institutional Policies *(located on the ECC server)*

### ACADEMIC ETHICS

Any violation of the Student Code of Conduct (as printed in the El Centro College Catalog and available at [http://www1.dcccd.edu/catalog/about/standard.cfm](http://www1.dcccd.edu/catalog/about/standard.cfm)) 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.

### 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 to the Ombudsman Office for informal, confidential resolution. Additional grievance procedures and the Student Code of conduct are outlined in the El Centro College Catalog, available in hard copy in advisement or on the web at ECC web-site area to be created.

### COMPUTER USE POLICY

For classes requiring the utilization of campus computers, review the computer use policy for the district under the student code of conduct at [https://www1.dcccd.edu/catalog/ss/computer.cfm?loc=econ](https://www1.dcccd.edu/catalog/ss/computer.cfm?loc=econ)

### Software Copying Policy

Copying computer software without the expressed written permission of the copyright holder may be unlawful and subject to civil and criminal penalties. To protect you, the college and the copyright holder, no software used to complete any lab exercises may be copied by students.

### ACCESSING ECAMPUS

**To Login**

Start your Internet browser

Go to [http://ecampus.dcccd.edu/](http://ecampus.dcccd.edu/)

Input your student ID number with an “e” in front of student ID number. This is the Username. (ie. e1253407)

Tab over to the Password slot

Input your student ID number with an “e” in front of the student ID number. This is used for the Password also (ie. e1253407).

Click on the Login button

This will get you to your Homepage tab on eCampus called "My DCCCD".

**To Access Your Course:**

Click on the Courses Tab or

Click on the underlined title of your course
You may then click on the tabs on the left side of your screen to access specific areas within your course.

For additional instructions, use links under **Tools**

Under the **Tools** area, you can check your grades for your eCampus courses, read the course announcements, send email to your instructor, change your password, input your email address and your personal information on eCampus.

**For technical assistance, call 972-669-6402**