Basic Food Preparation Syllabus, Spring 2018
El Centro College

Instructor Information
Name: 
Phone: 
Email: 
Office Location: 
Office Hours: 

Course Information
Course Title: Basic Food Preparation
Course & Section Number: CHEF 1301
Semester/Year: Spring 2018
Credit Hours: 3
Class Meeting Time/Location

Course Prerequisites
None

Course Description
A study of the fundamental principles of food preparation and cookery to include; the Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism. The student will discuss and prepare various stocks, sauces, soups, vegetables and starches. Culinary Lab classes require extended periods of time standing in place, lifting heavy weights (up to 60 pounds), reaching, bending, working around open flames and with cleaning chemicals. (2 lec. 4 lab).

WECM End of Course Outcomes
Demonstrate skills in knife, tool and equipment handling, and operate equipment safely and correctly.
Demonstrate proficiency in dry and moist heat cooking methods. 
Produce a variety of food products applying principles of food handling and preparation. 
Implement professional standards in food production.

**Student Learning Outcomes**

Demonstrate proper knife handling skills including classical cuts. 
Demonstrate safe and proper handling of major kitchen equipment. 
Demonstrate preparation in dry and moist heat cooking methods for the following foods: stocks, soups, basic sauces, vegetables and starches. 
Be aware of the language of the industry and develop an understanding of cooking terms. 
Demonstrate professional standards in food production through accomplishment of daily lesson plan. 
Use of proper culinary terms and appropriate applied sanitation practices. 
Demonstrate mathematical costing and conversion of recipes.

**Required Course Materials**

Text book, notebook, pen/pencil, calculator, culinary knife kit, and a *Sharpie* marker. 
Other Culinary tools that will be useful: Tourné knife, small off set palate knife, digital scale and a piping bag with a variety of tips. 
All students in culinary lab classes are required to have their own tools. It is preferred that all equipment be clearly marked with your name or initials. The tools should be stored and carried to and from class in a toolbox, knife roll or case. You will be given or emailed a hand out with a list of the tools required for this course and a list of vendors. In a two day class tools will be required by the third class session. In a one day class tools will be required by the second class session. Tools should be carried and stored in a toolbox or roll. Students should take pride in their equipment, keeping their knives sharp and tools in the best condition. 
2. Gisslen, Professional cooking, 8th editions WileyPLUS Blackboard Student Package (ebook) ISBN#9781118854204

You can choose to have access to WileyPLUS for a 14 day grace period prior to purchasing the required text with registration code at the bookstore.
Optional Textbooks/Resources

The New Food Lover’s Companion, Sharon Tyler Herbst, Ron Herbst 2007 ISBN (9780764135774)

Note: A student of this institution 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)

Course Activities
This course will be conducted in a lecture/demonstration format with active participation by the student. The student will prepare for class by reading the assigned chapters of the textbook and completing written assignments before attending individual classes.

Grading Policy
Evaluation will be based on written tests, practical exams reflecting lab exercises in food preparation, recipe conversions, unannounced quizzes, lab preparation and worksheets, participation, and attendance.

Your final grade will be based on the following:

<table>
<thead>
<tr>
<th>Component</th>
<th>Total points possible:</th>
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<tbody>
<tr>
<td>Midterm Written Exam</td>
<td>150</td>
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<tr>
<td>Final Written Exam</td>
<td>150</td>
</tr>
<tr>
<td>Unannounced quizzes</td>
<td>100</td>
</tr>
<tr>
<td>Three practical exams @ 100 points each</td>
<td>300</td>
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<tr>
<td>Knife Skills Evaluation</td>
<td>150</td>
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</tbody>
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Grand total points possible: 850

Final Score:  
A=  765-850  
B=  649-680  
C=  679-595  
D=  594-510  
F=   509 and below

Other Course Policies
Students are expected to attend all classes. Classes will begin at the scheduled time and last the entire time period. Attendance will be taken by the instructor, at every class
session. 30 points will be deducted each time a student is absent in two day per week classes, 60 points per day when absent in one day a week and summer classes. 15 points in two day per week classes and 30 points in one day a week and summer classes will be deducted each time a student is tardy. The instructor will inform the class as to what constitutes tardy behavior. (You are tardy to class if you are not ready to work in complete, clean uniform with good personal hygiene with your work station set up with cutting board, equipment and tools required for that day’s lesson plan and with assignments completed and recipes converted by the start time of the class as listed in the El Centro schedule.).

A total of six (6) absences in two day per week classes will result in automatic grade of an “F”. Three (3) absences in one day per week courses and in summer sessions will result in an automatic grade of “F”. Students must also attend the mandatory clean up session and failure to do so will result in an automatic grade of “F”.

Students will be required to convert all recipes, handwritten, and complete the lab worksheets before attending class. If the student fails to convert the recipes or complete all assignments in advance they will not be able to participate in the cooking portion of class that day until the assignments are completed.

Students will be expected to read all assignments in advance of class, complete written assignments and will be required to take notes on the lecture for the day. As a result, NO TEXTBOOKS WILL BE USED OR ALLOWED DURING FOOD PREPARATION. In addition, all mise en place must be completed before any cooking may begin.

It will be everyone’s responsibility to keep the lab clean at all times. You are strongly advised to “clean as you go”. No class will be dismissed until the lab is clean including sinks, dish room and storage areas. Clean-up is part of class participation and each student’s performance will be evaluated accordingly.

It is the policy of El Centro that no items made in this course are to be taken home. This rule will be strictly enforced. Taking any product out of the department will be regarded as stealing and will be dealt with according to the policy outlined in the El Centro College catalog.

You are expected to attend all classes in which you enroll. You have the responsibility to attend class and to consult with the instructor when an absence occurs. Instructors are responsible for describing attendance policies and procedures to you. If you are unable to complete a course (or courses) in which you are enrolled, it is your responsibility to withdraw from the course by the appropriate date. If you do not withdraw, you will receive a performance grade, usually a grade of "F".

The last day to drop for Spring 2018 Semester is Thursday, April 12th, @ 7PM

Classes will normally last the full time period. All lab sessions will require you to be in uniform. If you fail to be in proper uniform you will not be allowed to participate in class and you will be considered absent for the session. Roll will be taken for each class session.
It is your responsibility to clean the equipment you used in the lab sessions. You must “clean as you go” because no lab session will be dismissed until the lab and equipment is clean and replaced in proper order. This includes sinks, dish room, storage areas, floors, food supply cart, ventilation hood filters, etc.

It is the policy of the school that no items produced in this course may be taken from the premises without permission. The taking of any product will be regarded as stealing and will be dealt with accordingly as stated in the school Catalog regarding theft of property.

**Professional Attire Standards**

White Chef Jacket – Clean and wrinkle-free white chef coat preferably with El Centro College logo on left chest and FHI logo on right sleeve. Optional name embroidered on right chest.

Black or Hound’s-tooth Pants – Clean and wrinkle-free black or hound’s-tooth (black and white small checked) chef pants or work pants, baggy or traditional cut.

Chef’s Hat – Chef’s hat may be skull cap, floppy or toque, black or white. No ball caps.

Neckerchief (optional) – White knotted or tied cravat-style.

Apron – White or black, bib or bistro style.

Kitchen Shoes – Black, comfortable, commercial-style, closed toe with non-slip sole and leather or water-resistant uppers.

Socks – White or black socks.

T-Shirt – White, no lettering, designs or insignia showing through your chef jacket.

Ink pen, Sharpie and Instant Read Thermometer in your sleeve packet.

Students are required to conform to these professional attire standards in every lab-based Food and Hospitality Institute class. Students may be asked to leave class if found to be out of compliance of these standards.

Students are required to abide by all health department regulations including beard nets, no jewelry except plain wedding band, etc.

**Institutional Policies**

Institutional Policies relating to this course can be accessed from the following links:

- [Institutional Policies](#)
- [Course-related Institutional Policies](#)