EL CENTRO COLLEGE
FOOD AND HOSPITALITY INSTITUTE
BUSINESS DESIGN AND PUBLIC SERVICES DIVISION
CHEF 2331 - ADVANCED FOOD PREPARATION
SYLLABUS AND COURSE INFORMATION

Semester: Spring 2018
Section: 53001 and 53350
Room Number: C-100 Food Service Dining Room and C105 Food Service Lab
Class Days/Hours: MONDAY AND TUESDAY, 9:00AM to 11:50AM
Instructor: Chef Chris LaLonde
Office: C-152
Phone: 214-860-2209 (office) 214-860-2217 (kitchen)
E-mail: clalonde@dcccd.edu
Business and Public Services Division Office: 11th Floor, One Main Place Phone: 214-860-2202

Student Learning Outcomes
Upon completion of the course the student should:

1. Demonstrate technical competence in preparation of breakfast items; dairy items; poultry items; fish and shellfish; and meat; and hot hors d’oeuvres
2. Show knowledge of subject material through written quizzes and exams
3. Demonstrate professional standards in food production through group accomplishment of daily lesson plan; use of proper culinary terms and appropriate applied sanitation practices.
4. Demonstrate mathematical costing and conversion of entire meals with appropriate requisitions

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.
### SCANS FOUNDATION SKILLS

<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 d. Speaking</td>
<td>2 d. Thinking logically</td>
<td>3 d. Self-Management</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>

### SCANS WORKPLACE COMPETENCIES

<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 b. Manage Money</td>
<td>5 b. Teach Others</td>
<td>6 b. Organize/maintain data</td>
<td>7 b. Work in technological systems</td>
<td>8 b. Apply technology to tasks</td>
</tr>
<tr>
<td>4 d. Manage Space</td>
<td>5 d. Lead Others</td>
<td>6 d. Process data with computer</td>
<td>7 d. Design/improve systems</td>
<td></td>
</tr>
<tr>
<td>4 e. Manage Human Resources</td>
<td>5 e. Negotiate Conflict</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5 f. Work with Diversity</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Student Learning Outcomes

**CHEF 2331 – Advanced Food Preparation**

#### SCANS

<table>
<thead>
<tr>
<th>LEARNING OUTCOMES</th>
<th>EVALUATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a,1b,1e,2d,2e,3a, 3d,4a,4c,4d,5a,5f,6a,6b6c,8a,8b,8c</td>
<td>Demonstrate technical competence in preparation of breakfast items; dairy items; poultry items; fish and shellfish; and meat; and hot hors d’oeuvres</td>
</tr>
<tr>
<td>1a,1b,1e,2d</td>
<td>Show knowledge of subject material through written quizzes and exams</td>
</tr>
<tr>
<td>1a,1b,1e,2d,2e,3a, 3d,4a,4c,4d,5a,5f,6a,6b6c,8a,8b,8c</td>
<td>Demonstrate professional standards in food production through group accomplishment of daily lesson plan; use of proper culinary terms and appropriate applied sanitation practices.</td>
</tr>
<tr>
<td>1a,1b,1e,2d</td>
<td>Demonstrate mathematical costing and conversion of entire meals with appropriate requisitions</td>
</tr>
</tbody>
</table>
Participation
Students are expected to attend all class sessions. 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. An absence will subtract 30 points from your final grade and a tardy will subtract 15 points from your final grade. SIX (6) absences will result in an automatic grade of “F” for the class.
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 cleaned and replaced in proper order. This includes sinks, dish room and storage areas.
It is the policy of the school that no items produced in this course may be taken from the premises. Taking any food product will be regarded as stealing and will be dealt with accordingly as stated in the school Catalog regarding theft of property.

Final grading will be based on the following:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid-Term Written Exam</td>
<td>150</td>
</tr>
<tr>
<td>Mid-Term Practical Exam</td>
<td>100</td>
</tr>
<tr>
<td>Costing and Requisitions (Sit-down meals)</td>
<td>100</td>
</tr>
<tr>
<td>Final Written Exam</td>
<td>150</td>
</tr>
<tr>
<td>Final Practical Exam</td>
<td>100</td>
</tr>
<tr>
<td>Unannounced Quizzes</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>700</strong></td>
</tr>
</tbody>
</table>

Subtract your number of absences times 30 points each.
Subtract your number of times tardy times 15 points each.

Your performance objectives and exams will be translated into points and the total points into a final grade. There are 700 possible points and grades will be earned as follows:
A= 630 - 700
B= 560 - 629
C= 490 - 559
D= 420 - 489
F= Below 420

Kitchen Lab 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.
All students must display an El Centro College picture ID while on campus and in all class sessions.

**Tool Policy**

All students in Advanced Food Preparation will be required to have their own complete set of tools with them during each class in the kitchen lab according to the printed tool list. It is preferred that all tools be clearly marked with your name or initials. The tools must be stored and carried to and from class in a toolbox or knife roll or case.

**Course Prerequisites**

CHEF 1301-Basic Food Preparation (Grade of "C" or better)  
CHEF 1305-Sanitation and Safety (Grade of "C" or better)

**Course Description**

Topics include the concept of pre-cooked food items and the preparation of canapés, hors d'oeuvres, and breakfast items. Meat, seafood, and poultry preparation, baking and menu planning are also included. The student will discuss and review Basic Food Preparation. 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.)

**Credit Hours**

CHEF 2331 is a 3 (three) credit hour course

**End-of-Course Outcomes (WECM):**

Identify and prepare breakfast meats, eggs, cereals, and batter products; discuss the applicability of convenience, value added, further processed or par-cooked food items; and demonstrate food presentation techniques and writing standardized recipes.

**Student Learning Outcomes**

Upon completion of the course the student should:

1. Demonstrate technical competence in preparation of breakfast items; dairy items; poultry items; fish and shellfish; and meat; and hot hors d'oeuvres
2. Show knowledge of subject material through written quizzes and exams
3. Demonstrate professional standards in food production through group accomplishment of daily lesson plan; use of proper culinary terms and appropriate applied sanitation practices.
4. Demonstrate mathematical costing and conversion of entire meals with appropriate requisitions
Course Materials

Uniform: To be provided by the student per departmental guidelines given out by the instructor
Tools: To be provided by the student per departmental guidelines to be given out by the instructor

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.

Course Requirements

Method: 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.

Participation: Students are expected to attend all class sessions. 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. An absence will subtract 30 points from your final grade and a tardy will subtract 15 points from your final grade. Six (6) absences will result in an automatic grade of “F” for the class. There will be opportunities to make up missed classes if the student knows in advance and makes arrangements with the instructor.

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.

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 cleaned and replaced in proper order. This includes sinks, dish room and storage areas.

It is the policy of the school that no items produced in this course may be taken from the premises. Taking any food product will be regarded as stealing and will be dealt with accordingly as stated in the school Catalog regarding theft of property.
Evaluation: Evaluation will be based on written tests, practical exams reflecting required reading and lab exercises, unannounced quizzes, and attendance. The practical exam grade will be based on completed paperwork, following proper procedures, overall appearance, taste and method of preparation and organization and clean up. Students will be allowed references and use of standard kitchen equipment to complete the practical exams, which will be assigned by the instructor. For the written exams the student will not be allowed reference material. It is recommended the student maintain a notebook. The notebook should consist of three sections; lecture notes, completed terms and chapter questions, and recipe conversions needed for lab preparation as well as any other pertinent documents.

Grades will be based on the following:

Mid-Term Written Exam
Mid-Term Practical Exam
Mid-Term Costing and Requisition Exercise
Final Written Exam
Final Practical Exam
Final Costing and Requisition Exercise
Unannounced Quizzes
Attendance

DROP PROCEDURES

If you are unable to complete the course or courses for which you have registered, it is your responsibility to withdraw formally from the course. You need to speak with and obtain the signature of the course instructor to drop the course. If the instructor is not available, a counselor, advisor, or dean may sign the drop form. Failure to drop will result in a performance grade, usually a grade of “F”. THE LAST DAY TO DROP FOR THE SPRING 2018 SEMESTER IS BY 7 P.M. ON THURSDAY, APRIL 12th IN THE ADMISSIONS OFFICE Room A130.

Subject Matter

Week 1,2
Chapter 24: Breakfast Preparation
Chapter 25: Dairy and Beverages

Week 3,4,5
Chapter 17: Understanding Poultry and Game Birds
Chapter 18: Cooking Poultry and Game Birds

Week 6,7
Chapter 19: Understanding Fish and Shellfish
Chapter 20: Cooking Fish and Shellfish

Week 8
Practical and Written Exams

Week 9,10,11
Chapter 15: Understanding Meats and Game
Chapter 16: Cooking Meats and Game

Week 12,13,14
Chapter 23: Hors d’Oeuvres

Week 15,16
Practical and Written Exams
Kitchen Clean-up
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.

Institutional Policies

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

- Institutional Policies
- Course-related Institutional Policies