I. INTRODUCTION

A. Advanced concepts in the construction of inedible display items. Emphasis on buffet production, presentation, and service.


C. This course consists of two major activities—the lecture and the kitchen laboratory exercises. The lecture portion meets one hour per day, twice weekly during the 16-week semester. The instructor supervises the laboratory. The kitchen laboratory requires 64 hours for course completion. These activities include: regional food preparation, participation in preparing dinner meals served to students and guests.

D. Prerequisites: CHEF 1301

E. Alphanumeric coding used throughout this syllabus denotes integration of the Secretary’s Commission on Achieving Necessary Skills (SCANS) occupational competencies (CA, C1, 2, B, etc.) and foundation skills (B, C1, 2, FA, etc.) for this course. The instructor will ensure the designated SCANS competencies and skills are addressed in the course. A detailed description of each competency/skill is contained in “A SCANS Report for America 2000,” Executive Summary, furnished.

II. LEARNING OUTCOMES

Upon successful completion of this course, CHEF 2332 Buffet Theory and Production Course, the student will be able to:

A. Identify types of menus. (C5, C6, F1)

B. Identify factors affecting menu planning. (C5, C6, C15, C20, F1, F2, F7-12)

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C. Explain why food production information is important. (C5, C6, F1-12, F15, F16)

D. Develop, construct and adjust the menu. (C3-6, C15-20, F1-12, F15, F16)

E. Develop, construct and adjust the recipe. (C3-6, C15-20, F1-12, F15, F16)

F. Calculate the amounts of food to serve, yield and food equivalent information. (C3-6, C15-20, F1-12, F15, F16)

G. Demonstrate food safety. (C3, C5, C6, C15-20, F5, F6, F8, F9, F12, F13, F16, F17)

H. Identify critical control points. (C5, C6, F1, F11, F12)

I. Discuss HACCP and identify Potentially Hazardous Foods. (C5, C6, F1, F11, F12)

J. Monitor and evaluate food quality. (C3-6, C9, C10, C15-20, F7-13, F15-16)

K. Break down recipe information. (C5, C6, F1, F2, F5, F6)

L. Demonstrate basic recipes. (C3, C5, C6, C15-20, F5, F6, F8, F9, F12, F13, F16, F17)

M. The following SCANS competencies and foundation skills will be covered in this course:

1. Foundation Skills
   a. Basic Skills
      (1) Reading (FA1)
      (2) Listening (FA2)
   b. Thinking Skills
      (1) How to Learn (FB1)
   c. Personal Qualities
      (1) Responsibility (FC1)
      (2) Self-Esteem (FC2)
      (3) Sociability (FC3)
      (4) Self-Management (FC4)
      (5) Integrity/Honesty (FC5)

2. Competencies
   a. Resources
      (1) Time (CA1)
      (2) Human Resources (CA2)
   b. Interpersonal Skills
(1) Teaches Others (CB1)  
(2) Serves Customers (CB2)  
(3) Negotiates (CB3)  
(4) Works with Diversity (CB4)  

c. Information  
(1) Acquires/Uses (CC1)  
(2) Organizes/Maintains (CC2)  
(3) Interprets/Communicates (CC3)  

d. Systems  
(1) Understands (CD1)  
(2) Monitors/Controls (CD2)  
(3) Improves/Designs (CD3)  

III. INSTRUCTIONAL MATERIALS  

A. The instructional materials identified for this course are viewable through www.ctcd.edu/books  

C. Additional references may be required that are available in the Central Texas College Library.  

D. A fully equipped kitchen furnished with proper tools and equipment is required for this course.  

IV. COURSE REQUIREMENTS  

A. Reading Assignments: Read text assignments prior to class and be prepared to discuss the text material, answering instructor questions orally with well-organized thoughts and ideas. (FA1, FA5, CC3)  

B. Class Performance: (Refer to CTC Catalog, Page 54, for detailed policy). You are expected to attend each class period, be on time and stay the full class period or be counted absent. You are responsible for all course material missed due to absence. The instructor does not provide class notes for classes missed. (FC1, FC4)  

C. Class Participation: A student must be present for all Lab Evaluations. No make-up lab evaluations will be given. Students who know in advance that they will be absent from a lab evaluation due to valid reasons must arrange to take an early lab evaluation. Unexpected absences due to illness or extenuating circumstances will require the student to see the instructor about individual make-up work in lieu of the missed lab evaluation. (FC1, FC4)  

D. Students without excused absences will be given a zero for the missed lab evaluations. (FC1, FC4)
F. Equipment: The following equipment is required for this course;

a. 1 each, chef uniform to include chef jacket, pants, hat, apron, and safety shoes.

b. 5 Piece Knife set with carry case to include Sharpening Steel, Paring Knife, Sandwich Knife, French Chef Knife & Narrow Slicer.

c. A fully equipped kitchen furnished with proper tools and equipment is required for this course.

V. EXAMINATIONS

A. There will be two examinations.

1. Exam 1 (Mid-Term)
2. Exam 2 (Final Exam)

B. A student must be present for all examinations. No make-up examinations will be given. Students who know in advance that they will be absent from an examination due to valid reasons must arrange to take an early examination. Unexpected absences due to illness or extenuating circumstances will require the student to see the instructor about individual make-up work in lieu of the missed examination.

C. Students without excused absences will be given a zero for the missed examination.

VI. SEMESTER GRADE COMPUTATIONS

A. Exam 1 (Mid-Term)   200 points   20%

Exam 2 (Final Exam)   200 points   20%

Lab Evaluation (8 @ 50pt)  400 points   40%

Quizzes (4 @ 50 pts)   200 points   20%

Total Points   1000 points             100%

F (Below 600)

B. A student must take the final examination to receive a grade for this course.

VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM COURSE INSTRUCTOR

A. Course Withdrawal: It is the student's responsibility to officially withdraw from a class if circumstances prevent attendance. Any student who desires
to, or must, officially withdraw from a course after the first scheduled class meeting must file a Central Texas College Application for Withdrawal (CTC Form 59). The student must sign the withdrawal form.

CTC Form 59 will be accepted at any time prior to Friday, the 12th week of classes during the 16-week fall and spring semesters. The deadline for sessions of other lengths is:

- 10-week session: Friday of the 8th week
- 8-week session: Friday of the 6th week
- 5-week session: Friday of the 4th week

The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin.

A student who officially withdraws will be awarded the grade of "W", provided the student's attendance and academic performance is satisfactory at the time of official withdrawal. Students must file a withdrawal application with the College before they may be considered for withdrawal.

A student may not withdraw from a class for which the instructor has previously issued the student a grade of "F" or "FN" for nonattendance.

B. **Administrative Withdrawal:** An administrative withdrawal may be initiated when the student fails to meet College attendance requirements. The instructor will assign the appropriate grade on CTC Form 59 for submission to the registrar.

C. **Incomplete Grade:** The College catalog states, "An incomplete grade may be given in those cases where the student has completed the majority of the course work but, because of personal illness, death in the immediate family, or military orders, the student is unable to complete the requirements for a course...” Prior approval from the instructor is required before the grade of "I" is recorded. A student who merely fails to show for the final examination will receive a zero for the final and an "F" for the course.

D. **Cellular Phones and Electronic Devices:** Cellular phones and electronic devices will be turned off while the student is in the classroom or laboratory. The use of laptops must be approved by the instructor.

E. **Americans with Disabilities Act (ADA):** Disability Support Services provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the
central campus. This service is available to all students, regardless of location. Review the website at www.ctcd.edu/disability-support for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.

F. Instructor Discretion: The instructor reserves the right of final decision in course requirements.

G. Civility: (FC3) Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.

H. Honesty and Integrity: (FC5) All students are required and expected to maintain the highest standards of scholastic honesty in the preparation of all course work and during examinations. The following will be considered examples of scholastic dishonesty:

1. Plagiarism: The taking of passages from writing of others without giving proper credit to the sources.
2. Collusion: Using another’s work as one’s own; or working together with another person in the preparation of work, unless joint preparation is specifically approved in advance by the instructor.
3. Cheating: Giving or receiving information on examinations.

Students guilty of scholastic dishonesty will be administratively dropped from the course with a grade of “F” and will be subject to disciplinary action.

I. Feedback:

1. Instructor: As your instructor I will organize and present the course material in a manner designed to facilitate the learning process. I will evaluate your progress periodically via writing assignments and exams and provide feedback on your performance via exam scores, exam critiques, and critique of your writing assignments, etc. I am also available before and after each class period and during office hours to discuss your performance and answer questions.

2. Student: As the student you are ultimately responsible for your success in this course. It is your responsibility to attend class regularly, prepare for class by reading assigned text material, participate in class discussions, ask questions when required to improve your understanding, prepare for and complete exams, and complete all other assignments.
VIII. COURSE OUTLINE

A. **Unit One:** Chapter 1, Planning Menus and Planning Special Meals and Receptions

1. **Unit Outcomes:** Upon successful completion of this unit, the student will be able to:
   
   a. Identify types of menus.
   b. Identify factors affecting menu planning.
   c. Discuss how the food pyramid affects menu planning.
   d. Explain how financial limitations would affect your menu planning.
   e. Discuss why production capabilities are important in choosing your menu.
   f. Apply menu planning procedures.
   g. Describe steps in menu planning.
   h. Show why using different menu planning techniques for different types of foodservice operations is important.
   i. Plan for special meals and receptions.
   j. Plan buffet dinners and luncheons.
   k. Describe table and space arrangement.
   l. Describe how you would set a room for banquet service.
   m. Demonstrate various napkin folds.
   n. Identify the different styles of service.

2. **Learning Activities:**
   
   a. Classroom lecture and discussion (C5, C6, C9, F1, F5, F6-8, F11, F12, F15).
   b. Demonstration in kitchen (C5, C6, F5, F6, F11, F12).
   c. Laboratory exercises in kitchen (C1, C3-6, C9-20, F1-17).

3. **Equipment and Materials:** A completely equipped kitchen.

4. **Unit Outline:** Follow the sequence of the unit objectives.

B. **Unit Two:** Chapters 2,3,4,5, Food Production Information, Food Product Information, Production Fundamentals, Knives and Other Equipment

1. **Unit Objectives:** Upon successful completion of this unit, the student will be able to:
   
   a. Explain why food production information is important.
   b. Develop, construct and adjust the menu.
c. Develop, construct and adjust the recipe.
d. Calculate the amounts of food to serve, yield and food equivalent information.
e. List weights, measurements, and guides for cooking/baking temperatures.
f. Demonstrate food safety.
g. Identify critical control points.
h. Discuss HACCP and identify potentially hazardous foods.
i. Discuss cooking temperatures for all foods.
j. Identify food product information on dairy-eggs, cheese, milk, and milk products.
k. Identify food product information on grains, pasta, flours and other starches.
l. Identify food product information on meat-beef, lamb, pork and veal.
m. Identify food product information on poultry.
n. Identify food product information on fish and shell fish.
o. Identify food product information on fresh produce; canned, frozen fruits and vegetables; dried lentils, beans, and peas.
p. Discuss production and kitchen readiness.
q. Write a production schedule.
r. Demonstrate cooking methods and terms.
s. Monitor and evaluate food quality.
t. Identify various knives.
u. Demonstrate knife care and safety.
v. Demonstrate knife skills.
w. Identify common hand tools and small equipment.

2. Learning Activities:

   a. Classroom lecture and discussion (C5, C6, C9, F1, F5, F6-8, F11, F12, F15)
   b. Demonstration in kitchen (C5, C6, F5, F6, F11, F12)
   c. Laboratory exercises in kitchen (C1, C3-6, C9-20, F1-17)


4. Unit Outline: Follow the sequence of the unit objectives.

C. Unit Three: Chapters 6 through 19, Recipes

1. Unit Objectives: Upon successful completion of this unit the student will be able to:

   a. Break down recipe information.
b. Define yield.
c. Select ingredients.
d. Manipulate weights and measurements.
e. Explain cooking time and temperature.
f. Identify Critical Control Points.
g. Explain abbreviations used in recipes.
h. Demonstrate basic recipes.

2. **Learning Activities:**

   a. Classroom lecture and discussion (C5, C6, C9, F1, F5, F6-8, F11, F12, F15)
   b. Demonstration in kitchen (C5, C6, F5, F6, F11, F12)
   c. Laboratory exercises in kitchen (C1, C3-6, C9-20, F1-17)

3. **Equipment and Materials:** A completely equipped kitchen.

4. **Unit Outline:** Follow the sequence of the unit objectives.