Course Outline

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HOS 210</td>
<td>Applied Kitchen Skills - Cafe</td>
<td>3 (1 lecture /4 lab)</td>
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<table>
<thead>
<tr>
<th>Hours:</th>
<th>Co- or Pre-requisite:</th>
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<tbody>
<tr>
<td>lecture/Lab/Other</td>
<td>HOS 101, HOS 118</td>
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15/60/0

Catalog description:

An advanced course in pantry and deli preparation and organization. Developing speed skills with quantity production while following industry guidelines for sanitation and safety, students demonstrate proper plate presentation, including seasonal production, in a dining room pantry.

Recommended texts/other materials:

Textbook: no textbook required

Revision date:
Revised Spring 2019

Course Competencies/Goals:

The student will be able to:

1. Prepare a variety of meals following recipes and beverages using proper preparation techniques and sanitation techniques while demonstrating a working knowledge of yield test and portion control.
2. Demonstrate a working knowledge of station set-up requirements for breakfast production and understand the historical development of café meals and service techniques and production schedules.
3. Demonstrate a working knowledge of proper plate up and timing for service of café products.
4. Properly set up café service including stations and dining room and demonstrate the ability to communicate effectively as a team while meeting the requirements of customer service and “moment of truth” ethical standards.
5. Demonstrate a working knowledge for the development of production sheets including portion size, serving temperatures, quantities, garnish, and timing.
6. Evaluate and create menus, price point and specials within a given budget and food cost percentage.
Evaluation of student learning:

Participation and class assignments  10%
Practical Tests    20%
Homework and Quizzes   10%
Kitchen and Service Performance  50%
Final exam  10%

Hands-on portion of the course will determine 50% of the students’ grade and will include the criteria on the attached Lab/Kitchen Performance Rubric.
  a) Professional Ethics & Conduct
  b) Professional Appearance
  c) Safety & Sanitation
  d) Tools & Equipment
  e) Recipe & Menu Understanding
  f) Mise en Place
  g) Knowledge & Skills

Coursework will include work begun in class and completed by the student individually or as part of a group depending on the assignment. Tests will be given to determine if the students are retaining the information discussed in class and reinforced through assignments. A menu budget project will be used to assess the students understanding of the math formulas learned and how the formulas learned are to be applied mathematically and the potential implications the budget numbers would have on employees.

Attendance:

All classes are mandatory. Ten points will be deducted for each class missed up to thirty points or three classes. Any student who misses three classes will not complete the class.
All classes will start on time. Three late arrivals will count for one missed class.

Proper Uniform:

- All students must be in full uniform by the second class.
- If a student is not in complete uniform by the second class or at any time when required, to be in uniform, the student would have points deducted for each occurrence.
- Students must be in uniform for both lecture and laboratory sessions.

Laboratory Notice:

Personal hygiene is extremely important in the culinary environment; therefore, all students:
- Will be required to wear a clean uniform
- Will be personally odor-free
- Will have clean fingernails –no nail polish or acrylics
- Will have hair tied back and under a cap
- Will not wear jewelry on the hands or wrists except for a wedding band.
- Will not come to class ill.

Any student with open sores or wounds must wear bandages and plastic protective gloves throughout the entire lab session. Courtesy and respect will be required at all times.
Laboratory Supplies:

- Each student is required to bring a plastic-coated binder or folder to hold recipes, handouts, notes and other information that is required to complete assignments.
- **Required** uniform for all lecture and lab sessions:
  - White chef jacket
  - White, black or checked pants
  - Bimetal pocket thermometer or digital thermometer
  - White chef hat or bakers cap
  - White bib apron
  - Two side towels
  - Non-slip sole shoes (no sandals)

Please remember to be in uniform by the second scheduled class of the semester, that you must be in uniform for every class, and to bring required text to all classes.

**Courtesy and Common Sense**

Please make every attempt to come to all class sessions, to come on time and stay until the end of the class unless you have notified the instructor you are leaving early. There may be a time when you are unavoidably late for class or leave early. If that is the case please choose a seat near the room entrance. Once the class session has begun, please do not leave the room and re-enter unless it is an emergency. If you must miss a class it is you are still responsible for all material covered, for announcements made in your absence and for acquiring any materials that may have been distributed in class. It is important to stay focused on the class discussion. For this reason, only one person at a time in the class should be speaking. Side conversations are distracting for surrounding students and the instructor. Please also remember to turn off any pager or cell phone, or set it to vibrate so you do not distract the class.

**Academic Integrity Statement:**

Any student who a) knowingly represents work of others as his/her own. b) uses or obtains unauthorized assistance in the execution of any academic work, c) or gives fraudulent assistance to another student is guilty of cheating. Violators will be penalized in accordance with established college policies and procedures.

**First Semester Students** – A coach has been assigned to assist you with navigating your first semester in college. Coaches help with understanding how Mercer works, finding appropriate help with course work, and establishing academic goals. Visit [www.mccc.edu/coaching](http://www.mccc.edu/coaching) to find your coach or Contact: Arlene Stinson, LB217, 570-3451, SOAR@mccc.edu.
**Academic Advising after your first semester** – Faculty advisors provide help with completing your major after your first semester. Meet your faculty advisors! Contact the division of your major to find out who is your faculty advisor.

- **Business & STEM Division** Doris Geck  
  BS 134  
  570-3482 / geckd@mccc.edu

- **Liberal Arts Division** Debbie Stotland  
  LA 162  
  570-3378 / stotland@mccc.edu

- **Health Division** Barbara Pieslak  
  MS 126  
  570-3383 / pieslakb@mccc.edu

**Use your “MyMercer” Portal** – Your “MyMercer” portal contains your MercerMail, financial information, class schedule, grades, and other information. Check your “MyMercer” portal every day! Visit www.mccc.edu/mymercer to access your portal.

**Tutoring support** – Academic support services are free and available for all students. Drop in or contact the following to make arrangements:

- Arlene Stinson (WWC) LB 217 570-3422 / stinsona@mccc.edu

**Reasonable Accommodations for Students with Documented Disabilities** – The Office of Special Services (OSS) provides continued support to students with documented disabilities. Support staff is available to help students with differing abilities make a smooth transition to college as well as to succeed throughout their college experience. Contact:

- Arlene Stinson (WWC) LB 217 570-3422 / stinsona@mccc.edu

**Career and Transfer Center** – Planning to go to work or to transfer to a 4-year college after completing your Mercer degree? Contact the Career and Transfer Center for support and advice.

- Laurene Jones (WWC Transfer Services) SC 201570-3307 / jonesl@mccc.edu

**Counseling Services** – Are you experiencing personal challenges, feeling overwhelmed? Are you having stress and anxiety? Counseling services are available free of charge. Contact:

- Dorothy Gasparro SC 239570-3354 / gasparrd@mccc.edu

**Veteran’s Services** – If you are military, veteran, or family member, we offer free support for you. Contact:

- John Becker SC 220570-3240 / vets@mccc.edu
The instructor completes this for each student for each lab session. If the topic covers two class periods one Lab/Kitchen Performance Rubric may be completed instead of two forms (instructor's choice).

**Class Topic:** Needs to be entered in the last box on bottom of form for each lab session.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points Awarded According to these Performance Parameters</th>
<th>Points Earned</th>
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<tbody>
<tr>
<td><strong>Professional Ethics &amp; Conduct</strong></td>
<td>Uncooperative; fails to successfully follow instructions 0-3</td>
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<tr>
<td>Professional Appearance</td>
<td>Two or more areas (hair, uniform, or shoes) below standards 1-3</td>
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<tr>
<td>Safety &amp; Sanitation</td>
<td>Two or more significant safety and/or sanitation standards violated 1-3</td>
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<tr>
<td>Tools &amp; Equipment</td>
<td>Needs assistance ≥70% of the time in operating equipment and/or tools 1-3</td>
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<tr>
<td>Recipe &amp; Menu Understanding</td>
<td>Minimal knowledge of relevant recipes, ingredients &amp; menus (if applicable) 1-3</td>
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<tr>
<td>Mise en Place</td>
<td>Unprepared to work; maintenance of work area below standards 1-3</td>
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<tr>
<td>Knowledge &amp; Skills</td>
<td>Minimal knowledge and skills 0-10</td>
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<tr>
<td></td>
<td>Knowledgeable of at least 50% of this topic's information and can demonstrate at least 50% of the relevant skills 11-20</td>
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<tr>
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<td>Knowledgeable of at least 75% of this topic's information and can demonstrate at least 75% of the relevant skills 21-30</td>
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<td>Well-versed in topic; performed all tasks as instructed or required 31-40</td>
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