



INSTRUCTIONAL PACKAGE

BKP 119

Intro to Baking and Pastry

Effective Term
Spring / 2020

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: Spring 2020

COURSE PREFIX: BKP 119

COURSE TITLE: Intro to Baking and Pastry

CONTACT HOURS: 9

CREDIT HOURS: 3

RATIONALE FOR THE COURSE:

To provide students with the basic knowledge of baking and pastry techniques that will prepare them for employment.

COURSE DESCRIPTION:

This course introduces baking fundamentals and classical baking techniques in a laboratory setting.

PREREQUISITES/CO-REQUISITES:

CUL 104 and Serve Safe Certificate

REQUIRED MATERIALS:

Textbook: Labensky, Martel & Van Damme. - On Baking: Baking & Pastry Fundamentals 3rd Edition. Pearson: 2014. ISBN: 9780133859003

Please visit the Bookstore online site for most current textbook information. Use the direct link below to find textbooks.

[BOOKSTORE](#).

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

ADDITIONAL REQUIREMENTS:

BPA Tool Bag, Masking Tape, Sharpie, Pen, Notebook, and Full BPA Uniform.

Uniform: Double Breasted Coat w/ College Logo and Name Embroidered, Checkered Black and White Pants, Black Bakers hat, White Apron, and Black Slip Proof Kitchen Shoes.

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's student portal for course materials.
WaveNet and D2L email access.

STUDENT IDENTIFICATION VERIFICATION

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

CLASSROOM ETIQUETTE:

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

NETIQUETTE: is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

Upon successful completion of this course, the student should be able to:

- Demonstrate the correct use of basic baking and pastry equipment and tools
- List and discuss correct selection and utilization of baking and pastry supplies and ingredients
- List and demonstrate the skills involved in the mixing, production, and finishing of a variety of basic breads, baked goods, and pastry products
- List and discuss qualities and standards for contemporary restaurant plated desserts
- List, discuss, and demonstrate standards for sanitary product use and storage of items produced in the baking and pastry class

Course Objectives:

While objectives are specific areas of importance, competencies define a broader set of goals. At the completion of this course the student should be able to:

- Select and use basic pastry/bakery equipment under different production scenarios
- List and define terminology specifically related to the production of pastry/baked goods
- Scale ingredients accurately
- Prepare baked cookies and breads
- Prepare and mask a basic sponge cake
- Prepare baked pies and tarts
- Prepare baked custards and creams
- Produce pastries using classical materials, pate a choux and puff pastry
- Identify and explain the following terms as they apply to the pastry/baking process

Employability Skills:

One of the instructional goals of the International Culinary Institute of Myrtle Beach is to assist the student in developing employability skills by coaching and teaching these skills. This is accomplished by setting high expectations, and establishing accountability for these expectations by giving timely, positive and consistent feedback. Both the instructor and the students will participate in a learning community that models excellent employability skills: Teamwork, Time Management, Communication, Problem Solving, and Professionalism.

****Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

General Education Outcomes

This course fulfills the following General Education Outcomes through:

- Select and use basic pastry/bakery equipment under different production scenarios
- Identify and explain the following terms as they apply to the pastry/baking process
- Demonstrate standards for sanitary product use and storage of items produced in the baking and pastry class

Upon completion of this course, students will be able to:

- Communicate effectively;
- Think critically;
- Self and professional development.

Effective Professional and Interpersonal Communication (EPIC)

This course fulfills HGTC’s Quality Enhancement Plan for Effective Professional and Interpersonal Communication. Upon completion of this course, students will be able to:

(Check all that apply.)

- Utilize appropriate communication formats when conveying professional and interpersonal thoughts and ideas.
- Apply appropriate language when speaking and writing for their chosen field of study or Industry.
- Demonstrate appropriate communication techniques when engaging audiences.

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*

Students' performance will be assessed, and the weight associated with the various measures/artifacts are listed below.

Evaluation and Grading

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|--------------------------------------|------------|
| Daily grade - kitchen | 40% |
| Chocolate Bean to Bar paper D2L | 10% |
| Weekly Journal Entry and D2L quizzes | 15% |
| Final Practical Exam Projects | 35% |

Daily Points Breakdown (Total of 25 points per day) for 40% of Final Grade

(An absence equals ZERO)

| | |
|--|---------|
| Personal Appearance / Uniform | 1-5 pts |
| Recipe Cards/Course Pack | 1-5 pts |
| Technical skills/quality of work/participation | 1-5 pts |
| Present and ON TIME | 1-5 pts |
| Sanitation practices | 1-5 pts |

D2L QUIZZES (100-point scale) for 7.5% of Final Grade

There will be quizzes that will be given on D2L. These quizzes will also be your test bank for your final written exam.

Daily Journal & Summary (25-point scale per week) for 7.5% of Final Grade

The daily journal and weekly summary will be collected for grading on the first day of class each week, for the prior week's work. The journals and summaries are to be turned into the DROPBOX AREA on D2L.

The heading for your WORD DOCUMENT should be arranged as:

Lastname_Firstname_BKP119-Section#_WK1, WK2, WK3.... ETC.

Journals and summaries are not accepted for grading later than 8 pm of the first day of the week following the work that was done in class. Any late journals will receive a zero (0) grade.

Guideline for Creating Your Journal

❖ Your journal can be maintained and added to for many years, creating a personal record of your work in the food service industry.

- ❖ Journal format - a three-ring binder, 1½-or 2-inches wide, with a clear-plastic slip cover over the front (so that you can personalize the cover), and a 5-to-8-tab divider. (We also suggest a black or white exterior for the binder.)
- ❖ You must have an entry for each week, word document and turned into Drop Box on D2L.

You must include:

- the name and date of the class;
- the (daily) objective for that class;
- recipe(s) for (a) specific dish(es) you prepared;
- a list of small wares and utensils you used to prepare that(those) dish(es);
- a summary of what you learned during this period;
- 5 pictures
- personal observations;
- chef's instructions comments
- any other information you received during that class.

Notebook Requirements:

It will be the responsibility of all Culinary Arts students to have a three-ring notebook. Each student will be held accountable for keeping the notebook neat, up to date and organized. The notebook should contain all lecture notes and recipes in an organized manner (i.e. Your Hard copies of your Journal Entries). You are building a reference guide for your future. It is recommended that you type all recipes and to edit and type lecture notes in order to make your notebook as concise and organized as possible. An organized notebook **MUST** contain section dividers to separate major content items and labeled as follows:

- Lectures (Cookies, Breads, Custards, Etc.)
- Pastry Principals
- Terminology
- Homework
- Sanitation
- Tests or Quizzes

This notebook will be graded from time to time (with or without notice). THIS SHOULD BE WHERE YOU KEEP YOUR SHEET PROTECTED RECIPE WORK FOR THE DAY AS WELL AS YOUR TIMELINES AND MENUS. This is part of your daily grades. The rewriting of notes and keeping the notebook up to date is a job that is to be done daily. Information sheets and recipes should be filed along with notes in the proper categories.

The goal is to create a learning tool and reference that will serve the student even beyond the scope of this course. The notebook will be reviewed periodically and is included in the measurement for the course.

Chocolate Bean to Bar Paper (100-point scale) for 10% of Final Grade

A five-page paper to include the following:

- (1) Title page with Name, Course Number, Date, Title of Paper
- (2) Introduction or BRIEF SUMMARY of the paper (one paragraph)
- (3) Three pages of actual (BODY) of Paper in (Double space, Times roman numeral, 12-point font)
- (4) Citations in APA Format
- (5) Content of the paper is to include - History and How chocolate gets to the "Bar" stage
- (6) Any assistance as pertaining to the Actual Writing can be attained through the SSTC. They are aware of this project and the due date. Please do not wait till week 6 to try and complete this paper.

Final Exams and Process (220-point scale) for 35% of Final Grade

There are 4 parts to the Final Exam Process

1. Midterm Quick Bread Presentation worth **40 points**
2. Final Cookie Presentations Choc Chip and Spritz worth **40 points**
3. Final Written Exam **50 questions 2 points per question**
4. Final Orange Bavarian Cream Cylinder Presentation worth **40 points**

These four parts will be explained in detail at the end of week one, during lecture.

No late assignments will be graded. You will receive a Zero for the Journal, Report or Test. This is your responsibility to keep up with!

***Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.**

GRADING SYSTEM:

- A 90 – 100
- B 80 – 89
- C 70 – 79
- D 60 – 69

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are

shorter for accelerated format courses. Please refer to the academic calendar for deadlines for add/drop (<http://www.hgtc.edu/academics/academiccalendars.html>). You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

For online and hybrid courses, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

Attendance for Face-to-Face Courses:

For a 14-week course (fall and spring) the allowed number of absences for a MW or TR class is as follows: 5 absences are allowed regardless of reason. After the allowed number of misses, the student will be dropped from the course with a W or a WF.

Part V: Student Resources



The Student Success and Tutoring Center (SSTC)

The SSTC offers to all students the following **free** resources:

- 1. Academic coaches** for most subject areas, **Writing Center Support**, and **college success skills.**
- 2. On-line student success and academic support resources.**

Visit the SSTC website: [Student Success & Tutoring Center](#) and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455 or go to the [Online Resource Center](#) to access on-demand resources any time.



Student Information Center: WaveNet Central (WNC)

WNC offers to all students the following **free** resources:

1. **Getting around HGTC:** General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) for COMPASS support, technology education, and online tools.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.

Visit the WNC website: [Wavenet Central](#). Live Chat and Center locations are posted on the website. Or please call one of the following locations: WNC Conway, 349-5182; WNC Grand Strand, 477-2076; and WNC Georgetown, 520-1473.

Student Testing:

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through RPNOW, our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

Disability Services:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Beth Havens, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

Statement of Equal Opportunity/Non-Discrimination Statement

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

Inquiries regarding the non-discrimination policies: Students and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs, Dr. Melissa Batten, VP Student Affairs, Title IX Coordinator, Building 1100, Room 107A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, Melissa.Batten@hgtc.edu. Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources, Jacquelyne Snyder, VP Human Resources, Section 504, Title II, and Title IX Coordinator, Building 200, Room 212A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, Jacquelyne.Snyder@hgtc.edu.

Title IX Requirements

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college’s Chief Student Services Officer, campus law enforcement, or with the college’s Title IX Coordinator, or designee.

*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

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