INSTRUCTIONAL PACKAGE

BKP 121

Cake Decorating and Finishing
Techniques

Effective Term
2018-2019

INSTRUCTIONAL PACKAGE

PART I: COURSE INFORMATION

Effective Term: <u>2018-2019</u>

COURSE PREFIX: BKP 121   COURSE TITLE: Cake Decorating and Finishing
                                                              Techniques

CONTACT HOURS: 9   CREDIT HOURS: 3

RATIONALE FOR THE COURSE:
This course reinforces the knowledge and skill learned in the preceding classes and helps students build confidence in the techniques of basic fundamental baking, pastry and decorating procedures in a restaurant or bakery service setting. The development of communication, teamwork, customer service, and ability to work in a professional pastry foodservice environment is accentuated. The concepts of mise en place, timelines, cake design, and a solid understanding of decorating and pastry foundations. Timing and organization skills are emphasized.

COURSE DESCRIPTION:
This course covers the techniques and assembling used in finishing theme cakes and international cakes with a variety of mediums used in commercial bakeshops.This course provides the information, tools and instruction to gain proficiency Cake decorating and Finishing Techniques Students learn assembly speed and increased their proficiency in meeting production deadlines with quality products.

PREREQUISITES/CO-REQUISITES: CUL 104 Minimum Grade of C or Credit level CUL 104 Minimum Grade of TC or Culinary ServSafe Certificate 1

REQUIRED MATERIALS:
Textbook: Saus – <u>Advanced Bread and Pastry</u> 1st Edition. Cengage Learning: 2009. ISBN: 9781418011697

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:
1. Materials: Wilton Full Size Rolling pin, pencil, Ipad, notebook, knives and any other pastry related tools.

March 2018

2. Uniform: Double Breasted Coat w/ College Logo and Name Embroidered, Checkered Black and White Pants, White Scarf, White Bakers floppy 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.

Cultivation of desirable work habits is as important as developing solid cooking skills. Students should train themselves to be present and on time for all classes. Development of this important habit while in school makes it considerably easier to satisfy the employer who demands regular and punctual attendance when students become employed

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:
List Assessments and Learning Outcomes for each module.
- Practice how to stack & Decorate Tiered Cakes
- Select and use basic bakery equipment under different production scenarios
- List and define terminology specifically related to the production of baked goods
- Scale ingredients accurately
- List, describe and apply safety and sanitation practices used in handling baking ingredients and products

Objectives:
1. Ice & Decorate Cakes
2. Theme cakes
3. Sculpture cakes modeling chocolate.
4. Boarders & string work Icing Flowers
5. Royal icing & butter-cream Fondant & gum past flowers
6. How to wrap fondant cakes Fondant accents & swags
7. Some minimum air brushing techniques

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

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
Daily grade	**40%**
Wedding Cake History Paper D2L	**10%**
Weekly Journal Entry D2L	**15%**
Final Practical Exams Project	**35%**
_____	
	100%

Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.
Daily Journal & Summary (25 point scale per week) for 15% of Final Grade

The daily journal & weekly summary will be collected for grading on the first day of class each week, for last week's work. These Journals & summary are to be turned into the DROPBOX AREA on D2L. The heading for your WORD DOCUMENT should be arranged as:
Lastname_Firstname_BKP121-Section#_WK1, WK2, WK3 ….ETC.
 journals & summary 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 class, 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;
- designs for (a) specific cakes 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
- a timeline;
- personal observations;

- chef's instructions comments
- any other information you received during that class.

❖ A suggestion: you may leave a portion of a any page blank at the bottom, or add an additional blank page, on which to place a magazine graphic, a drawing or doodle, a food label, a snapshot, and so on – something that will personalize your journal.

Wedding Cake History 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 of the wedding cake
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 four parts to the Final Exam Process

1. Mid term Fondant covered 8 inch Cake Presentation worth 40 points

2. Final Décor a Cake Presentation worth 40 points

3. Final Written Exam (vocabulary) 10 questions 2 points per question

4. Final Table Display (Mock Cake Biz) 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!

GRADING SYSTEM:
State the College's or departmental grading system as delineated in the Catalog. Please note the College adheres to a 10 point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below. You must have your Dean's approval if changes in the scale are made.

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 ([ACADEMIC CALENDAR](#)).   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 eighty percent (80%) of his or her classes in order to be eligible to receive credit for any course. However, due to the varied nature of courses taught at the College, a more rigid attendance policy may be required by individual instructors. At a minimum, a student may be withdrawn from a course(s) after he or she has been absent in excess of ten percent (10%) of the total contact hours for a course. **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.

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. Room locations and Live Chat is available on the SSTC website.

March 2018

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.

Disability Services:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Jocelyn Williams, 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, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and/or activities.

Title IX Requirements
Horry Georgetown Technical College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Any student who believe he or she has experienced or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault or stalking is encouraged to report such incidents to one of the College's Title IX Coordinators.

> *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).

Inquiries regarding the non-discrimination policies:	
Student 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 Associate Vice President for Student Affairs.	Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Associate Vice President for Human Resources.
Dr. Melissa Batten, AVP 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	**Jacquelyne Snyder, AVP 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