



INSTRUCTIONAL PACKAGE

BKP 125

Hot and Cold Desserts

Effective Term
2023/2024

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: 2023-2024

COURSE PREFIX: BKP 125

COURSE TITLE: Hot and Cold Desserts

CONTACT HOURS: 9

CREDIT HOURS: 3

RATIONALE FOR THE COURSE:

Please provide a detailed explanation on the importance of taking the specific course. How does this course prepare the student for their field of study?

COURSE DESCRIPTION:

NOTE: Copy from Banner Course Catalog and paste here. Course description must include the description from the CAC. A department may add additional lines to the CAC description to help students gain a better understanding of the course.

PREREQUISITES/CO-REQUISITES:

NOTE: Copy from the Banner Course Catalog and paste here.

***Online/Hybrid** courses require students to complete the [DLi Orientation Video](#) prior to enrolling in an online course.

REQUIRED MATERIALS:

Please visit the [BOOKSTORE](#) online site for most current textbook information.

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 as Stated in Culinary Division Documents

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's learning management system (LMS) used for course materials.

Access to myHGTC portal for student self-services.

College email access – this is the college's primary official form of communication

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:

Suggested text, delete section if you don't plan to use.

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.

Suggested Text for **online/hybrid** course, delete section if you don't plan to use:

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:

1. Produce and properly evaluate fruit crisps and cobblers.
2. Produce and properly evaluate cooked custards.
3. Produce and properly evaluate mousse and bavarians.
4. Produce and properly evaluate ice creams.
5. Produce and properly evaluate sorbets and sherbets.
6. Produce and properly evaluate meringues and parfait mixtures.

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

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:

- How to produce Hot and Cold Dessert Applications
- 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

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 artisan bread 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:

- ☒ 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*

Evaluation and Grading

Daily grade	40%
QUIZZES ON D2L	10%
WEEKLY HW Turn in	15%
Final Practical Exams Project	35%

100%

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

Personal Appearance / Uniform	1-5pts
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

Daily HOMEWORK (25 point scale per week) for 15% of Final Grade

The daily homework will be collected for grading at the beginning of class each day . Any late HOMEWORK will receive a zero (0) grade.

D2L QUIZZES (100 point scale) for 10% 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.

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

There are four parts to the Final Exam Process

1. Mid term Pastry Crème and Anglaise Presentation worth 40 points
2. Final Game Plan Presentation worth 40 points
3. Final Written Exam (vocabulary) 50 questions 2 points per question
4. Final Hot and/or Cold Dessert Presentation worth 40 points

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

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.

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:

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. 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, and 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 tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2. Online **tutoring** and academic support resources.
3. Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring, contact the SSTC at sstc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email sstc@hgtc.edu or 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.



STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following free resources:

1. **Getting around HGTC:** General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. Use the [Online Resource Center \(ORC\)](#) including Office 365 support, password resets, and username information.
3. **In-person workshops, online tutorials and more services** are available in Desire2Learn, Student Portal, Degree Works, and Office 365.
4. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

Visit the [Tech Central](#) website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324), Option #1.



STUDENT TESTING:

Testing in an **online/hybrid** course and in **make-up exam** situations may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms (which may have a fee associated with the usage)

Furthermore, 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 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 HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability staff will

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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.

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).

INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:

Student and prospective student inquiries concerning Section 504, Title II, Title VII, 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, Section 504, and Title II 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

Affirmative Action/Equal Opportunity Officer and Title IX Coordinator
Building 200, Room 205B, Conway Campus
PO Box 261966, Conway, SC 29528-6066
843-349-5212
Jacquelyne.Snyder@hgtc.edu

