



# INSTRUCTIONAL PACKAGE

BKP 236

Baking and Pastry Capstone

Effective Term  
Spring / 2020

# INSTRUCTIONAL PACKAGE

## Part I: Course Information

Effective Term: Spring 2020

COURSE PREFIX: BKP 236

COURSE TITLE: Baking and Pastry Capstone

CONTACT HOURS: 9

CREDIT HOURS: 3

### **RATIONALE FOR THE COURSE:**

To provide students with real world production and management techniques that will prepare them for a variety of retail restaurant dessert employment.

### **COURSE DESCRIPTION:**

This course includes capstone competencies for baking and pastry students. Students work in a retail bakery producing an assortment of baked goods while managing and selling their products to the public.

### **PREREQUISITES/CO-REQUISITES:**

CUL 277 and Serve Safe Certificate

### **REQUIRED MATERIALS:**

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

*Advanced Bread and Pastries. A professional approach.* Michael Suas. (2008).  
Delmar Cengage Learning, Clifton Park, NY.

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 baking and pastry products
- List and demonstrate the skills involved in the marketing, sales and distribution of a variety of baking and pastry products
- List and discuss qualities and standards for production of retail pastries and 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 and cost items accurately
- Prepare a variety of basic dessert components
- Prepare and manage a prep list and labor schedule
- Prepare and manage a timeline for production

- Prepare menus for presentation of retail desserts
- Produce pastries in a professional manufacturing setting
- Identify and explain the following terms as they apply to the retail of pastry/baking 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:

- This setting brings up numerous points of discussion, description of job tasks, as well as leadership communication skills. Applies all management skills to scheduling of finished productions to enhance personal and professional growth.
- Students perform daily prep lists for the class. These are based on expectations and history of sales throughout the class projects. The formulas for most basic recipes are then retooled to fit the need for production that day.
- Students are asked to manage and direct classmates as employees within a production setting. This setting brings up numerous points of discussion, description of job tasks, as well as leadership communication skills

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

Daily grade - kitchen	<b>40%</b>
Student Stage Experience	<b>15%</b>
CWPC / Practical Exit Exam	<b>15%</b>
Student Team Performance X Factor	<b>15%</b>
Fowler Dining Room Production	<b>15%</b>

#### 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

#### Student Stage Experience (100-point scale) for 15% of Final Grade

There are 2 parts to the Stage Grading Process

1. Journal of Experience with 5 pics worth **7.5% points**

2. Managing Chefs Feedback Form worth **7.5 % points**

#### Fowler Dessert Production and Fabrication (100-point scale) for 15% of Final Grade

There is one part to the Fowler Dessert Process for Capstone

1. Final Journal with reflection and pics worth **15% of points**

The one part will be explained in detail at the end of week one, during lecture.

### **CWPC/ Practical Exit Exam (100-point scale) for 15% of Final Grade**

There are 3 parts to the CWPC/EXIT Exam Process

1. First picture of CWPC Exam Products worth **5% of points**
2. Game Plan for CWPC Exam **5% of points**
3. Final picture of CWPC Exam Products worth **5% of points**

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

### **Student Team Performance Xfactor Fabrication (100-point scale) for 15% of Final Grade**

There are 3 parts to the X Factor Team Process

1. Game Plan with menu and attack strategies worth **5% of points**
2. Final picture of XFactor Products worth **5% of points**
3. Final Journal with reflection and pics worth **5% of points**

These three 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:**

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.

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](mailto: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](mailto: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).

<p><b>Inquiries regarding the non-discrimination policies:</b></p>	
<p>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 Vice President for Student Affairs.</p>	<p>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.</p>
<p><b>Dr. Melissa Batten, VP Student Affairs</b> <i>Title IX Coordinator</i></p> <p>Building 1100, Room 107A, Conway Campus PO Box 261966, Conway, SC 29528-6066</p>	<p><b>Jacquelyne Snyder, VP Human Resources</b> <i>Section 504, Title II, and Title IX Coordinator</i></p> <p>Building 200, Room 212A, Conway Campus PO Box 261966, Conway, SC 29528-6066</p>

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