



INSTRUCTIONAL PACKAGE

CUL 104 for BKP STUDENTS

Introduction to Culinary Arts

**Effective Term
2018-2019**

INSTRUCTIONAL PACKAGE

PART I: COURSE INFORMATION

Effective Term: 2018-2019

COURSE PREFIX: CUL 104 for BKP Students COURSE TITLE: Intro to Culinary Arts

CONTACT HOURS: 3

CREDIT HOURS: 3

RATIONALE FOR THE COURSE:

This survey course introduces students to the world of culinary arts.

COURSE DESCRIPTION:

This survey course introduces students to the world of culinary arts. Students will be exposed to culinary history, culinary organizations and branches of the culinary field that offer different opportunities in the profession. The fundamental concepts, skills and techniques involved in basic cookery are covered in this course.

PREREQUISITES/CO-REQUISITES:

CUL104 Introduction to Culinary Arts, Students are required to have successfully passed the ServSafe exam prior to enrollment in all other BKP classes. Students must successfully pass the ServSafe exam with a 75% and/or the ServSafe Certification Exam by the end of the CUL 104 course in order to proceed into kitchen lab

REQUIRED MATERIALS:

Textbook: ***ON COOKING*** ISBN# 9780133458558
ServSafeMyLab with Electronic Exam Code and etext
Pen, Notebook, Calculator

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 as Stated in Culinary Division Documents

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.

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:

- Define common kitchen terminology and vocabulary
- Define proper methods and techniques when applying all basic fundamental standards of cooking
- Define the fundamentals of Culinary Techniques
- Communicate with Chef / Instructor and students in a professional manner
- Identify basic kitchen utensils and equipment associated with the culinary profession, as well as measuring devices
- Identify food safety and hygiene responsibilities in the foodservice industry and in preparation
- List and describe the method of preparation for all major stocks
- List and describe the method of preparation for the Grand Sauces and various derivatives of each
- List and describe the method of preparation for clear soups, puree and cream soups, and specialty soups
- Demonstrate adult and professional manner during all classes, both laboratory and lecture
- List and explain the methods of preparation for basic vegetables and starches
- List and explain all basics in regard to heat application as to:
 - Roasting
 - Sautéing
 - Pan Frying
 - Braising
 - Simmering
 - Deep Frying
 - Submerge Poaching
 - Shallow Poaching

Course Objectives:

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

- Students will practice improving their time management skills through scheduling of their weekly educational, professional, and personal obligations
- Students will become familiar with issues and course content through assignments and reading material

- Instructor will provide additional information in a lecture/discussion format
- Instructor will introduce particular topics, clarify reading, identify major issues of significance and indicate the focus of class discussion
- Student will apply the course information through the use of assignments, class discussions, web site materials, hands-on assignments, and exams

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

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:

- Use sensory evaluations for testing the various properties of foods.
- Identify inorganic compounds most often used in food production and how they affect organic compounds.
- 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*

Evaluation and Grading

Daily grade	50%
WEEKLY QUIZZES ON D2L	10%
WEEKLY HW Turn in/D2L Journal	15%
Final Practical Exams Project	35%

100%

Daily Points Breakdown (Total of 25 points per day) for 50% 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

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 (300 point scale) for 35% of Final Grade

There are three parts to the Final Exam Process

1. Midterm **SERVE SAFE EXAM** worth 100 points
2. Final Cooking Exam worth 100 points
3. Final Written Exam 50 questions 2 points per question

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 ([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 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,

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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).

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 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 Vice President for Human Resources.
<p>Dr. Melissa Batten, VP Student Affairs <i>Title IX Coordinator</i></p> <p>Building 1100, Room 107A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5228 Melissa.Batten@hgtc.edu</p>	<p>Jacquelyne Snyder, VP Human Resources <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 843-349-5212 Jacquelyne.Snyder@hgtc.edu</p>