



# **INSTRUCTIONAL PACKAGE**

CUL 123

American Bistro

Effective Term  
Fall 2023

# INSTRUCTIONAL PACKAGE

## Part I: Course Information

Effective Term: Fall 2023

COURSE PREFIX: CUL 123

COURSE TITLE: American Bistro

CONTACT HOURS: 14

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 cookery in a restaurant service setting. The development of communication, teamwork, customer service, and ability to work in a professional foodservice environment is accentuated. A la Carte emphasizes exposure to traditional American restaurant operations with regard to table service and guest interaction, dining room operation, cold food, hot food and dessert production and service, and inventory and order controls and food costing. The concepts of mise en place, timelines, plate presentation, and teamwork stressed. Timing and organization skills are emphasized.

### **COURSE DESCRIPTION:**

Students will apply cooking techniques and theories while producing soups, salads, sandwiches and specials in a fast-paced delivery system.

Includes the preparation of modern and regional American and International cuisines in a public restaurant.

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

Credit level CUL 215 Minimum Grade of C or Credit level CUL 215 Minimum Grade of TC) and (Credit level BKP 119 Minimum Grade of C or Credit level BKP 119 Minimum Grade of TC) and ( Culinary ServSafe Certification)

### **REQUIRED MATERIALS: *On Cooking*, A Textbook of Culinary Fundamentals**

Please visit the [BOOKSTORE](#) online site for most current textbook information. Use the direct link below to find textbooks.

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

### **ADDITIONAL REQUIREMENTS:**

Complete uniform, standard knife kit, fish spatula, uniform, pencil, paper, notebook and black sharpie

2023-2024

marker, completed recipes with methods and tools required in a plastic sleeves.

### **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.

### **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\*:**

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

- Demonstrate operational effectiveness by implementing and maintaining proper A La Carte kitchen production and protocol
- Demonstrate planning, timing, and preparation of meal components, including soup, appetizer, entrée and desserts while emphasizing a commitment to quality and excellence
- Discuss, describe and demonstrate dining room service standards
- Identify, articulate and demonstrate effective communication and teamwork within each restaurant position that contributes to successful menu production and guest satisfaction
- Identify, articulate and demonstrate good communication between food production and service employees

As the student progresses through the curriculum, the chef/instructor will also evaluate the student's ability to execute secondary learning outcomes. The following outcomes will be addressed in current course, and are considered a critical element to the student's success:

- Mise en place
- Weights and Measures
- Knife Skills
- Basic culinary fundamentals

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:

- Be prepared for employment by maintaining a working atmosphere and professional environment.
- Define and use common kitchen terminology and vocabulary.
- Define and use proper methods and techniques when applying all basic fundamental standards of cooking.
- Define and apply safe standards of food preparation and sanitation while working in a food production environment.
- Define the fundamentals of an a la Carte kitchen.
- Convert recipes by changing yields and portion size.
- Develop positive guest relations by proper application of food and beverage service standards.
- Set up and prepare service areas of a restaurant
- Communicate with chef instructor and students in a professional manner.

Correct application of culinary skills, plate presentation, organization and timing in producing items off a fixed-price menu and an a la carte menu are stressed. The principles of dining room service are practiced and emphasized. Projects teach concepts that include menu planning, purchasing and forecasting.

***\*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.

Daily Grade	15 days X 25 points=375=56%
Journal	6 each X 25 points=150 =22%
Prep List, Station and Plate Diagrams	6 each x 25 points=150 =22%
Total	<hr/> 675 =100.00%

### EVALUATION\*

Daily Performance Grade	56%
Prep Lists-Station & Plate Diagrams	22%
Journals	22%
	<hr/> 100%

***\*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.**

The culinary/baking and pastry arts laboratories are professionally focused, skill-oriented learning experiences. The daily exercises in each laboratory are unique and are not repeated. Each student must attend every class to maximize his or her educational opportunities. Excessive absence will result in withdrawal from the laboratory segment by the instructor. You will be withdrawn from the CUL 123 American Bistro Course with a W/WF if you have more than 1 (One) absence.

## 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 appointments using TutorTrac, visit the Student Services tab in WaveNet. Email [ssc@hgtc.edu](mailto:ssc@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!
2. Use the [Online Resource Center \(ORC\)](#), including scheduled technology training, Office 365 support, password resets, and username information.
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.
5. **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.

### **HGTC LIBRARY:**

Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries are equipped with computers to support academic research and related school work; printing is available as well. Visit the Library website for more information or call (843) 349-5268.

### **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 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, 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 Coordinator, 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](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**

*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](mailto:Jacquelyne.Snyder@hgtc.edu)