



INSTRUCTIONAL PACKAGE

CUL 220

Introduction to Garde Manger
Effective Term
Fall 2023

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Part I: Course Information

Effective Term: Fall 2023

COURSE PREFIX: CUL-220

COURSE TITLE: Introduction to Garde Manger

CONTACT HOURS: 5

CREDIT HOURS: 3

RATIONALE FOR THE COURSE:

To provide students with the fundamental methods and theories related to cold food preparation. Hors d'oeuvres, display platters, charcuterie, salad preparations, cold sauces, quick-serve food items and an introduction to ice-carving are addressed. Students develop Garde Manger skills and learn cold food display as they rotate through work assignments and prepare products. Production methods and safe food-handling techniques are emphasized.

COURSE DESCRIPTION:

This production course provides students with skills and knowledge of the organization, equipment, and responsibilities of the "cold kitchen." Students are introduced to classical Garde Manger techniques, salad and salad dressings, sandwiches, cured and smoked meats, sausage, terrines and pates, canapés, hors d'oeuvres, cold soups, vegetable and fruit displays, basic cheese knowledge and buffet presentation. Students must pass a written and practical exam.

PREREQUISITES/CO-REQUISITES:

CUL105 Kitchen Fundamentals, CUL112 Classical Foundations of Cooking, ServSafe Manager 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.

<http://hortec.bncollege.com/webapp/wcs/stores/servlet/TBWizardView?catalogId=10001&langId=-1&storeId=51560>

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:

Student Kitchen Uniforms

1. Knife Kit
2. Uniform: Double Breasted Coat w/ College Logo and Name Embroidered, Pinstriped Black and White Checked Pants, White Scarf, white floppy toque, White Apron, and Black Slip Proof Kitchen Shoes.
3. Materials: pen, pencil, sharpie, notebook

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:

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 (15 MINUTES EARLY).

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*:

Course Competencies:

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

- List, describe and demonstrate basic preparation of smoked items, brining, and sausage making
- Construct terrines, pates, galantines, and roulades
- Prepare various appetizers, canapés and hors d'oeuvres which employ basic culinary principles, concepts, and quality standards.
- Prepare various sandwiches, salads, salad dressing, and marinates which employ basic culinary principles, concepts, and quality standards.
- List, describe and discuss basic concepts of buffet menus, costs, and design
- Construct, describe and demonstrate traditional and modern plate, table, and buffet presentations with relation to the Garde Manger department

As the student progresses through the curriculum, the chef/instructor will also evaluate the student's ability to execute secondary competencies. The following competencies were addressed in previous courses, and mastery is considered a critical element to the student's success:

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

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 kitchen equipment under different production scenarios
- List and define terminology specifically related to the production of garde manger
- Measure ingredients accurately
- Prepare soups, salads, sandwiches for a commercial kitchen
- Organize and produce contemporary buffet layouts
- Produce cured, pickled items along with forcemeats
- Identify and explain the following terms as they apply to the garde manger process:
 - Wet/dry curing
 - Emulsions
 - Confits/Rillettes
 - Brining
 - Pickling
 - Oil/Vinegars
 - Greens identification
 - garnishing
 - Salads
 - Sandwiches
 - Grinding
 - Platter layout
 - Canapes
 - Hors d'oeuvres
 - Fruit selection
 - Forcemeats
 - seasoning

All course objectives outlined will be covered; however, the exact sequence and timing may be adjusted by the chef/instructor to facilitate group size and the group's ability as well as availability of food

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

No late assignments will be graded period. You will receive a Zero for reports, written assignments or tests and quizzes. This is your responsibility to keep up with! D2L will have due dates and drop boxes for assignments.

All course objectives outlined will be covered; however, the exact sequence and timing may be adjusted by the chef/instructor to facilitate group size and the group's ability as well as availability of food product

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.

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 lab 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*

Daily Grade	40%
Quizzes	15%
Journal	15%
BEO Project	15%
Final Practical Exam	15%
	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.**

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**.



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, 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