

BERGEN COMMUNITY COLLEGE  
CURRICULUM COMMITTEE

Sign-off Action Sheet

CC# 137-17/18

SR# \_\_\_\_\_

Curriculum Request  
[check one]

Course ☒

Program ☐

Title [proposed]: \_\_\_\_\_

Title [current, if seeking change]: CHM - 110 Basic Biochemistry

Date of Action:

L Box

Faculty: Lynda Box

School/Discipline: Division of Math, Science & Technology - PHYSICS

Signature: Lynda Box

L Box

Academic Department Chair: Lynda Box

Signature: Lynda Box

PJ Ricatto

Dean: PJ Ricatto

Signature: PJ Ricatto

Senate Curriculum Auditor (Programs): Joan Dalrymple

Signature: \_\_\_\_\_

3/9/18

Senate Course Auditor (Courses): Joan Dalrymple

Signature: Joan Dalrymple

Curriculum Committee Action: \_\_\_\_\_

Comments: \_\_\_\_\_

VP Acad Serv Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

General Education Committee Action [if required]: \_\_\_\_\_

GEC Chair: \_\_\_\_\_

Senate Action: \_\_\_\_\_

Comments: \_\_\_\_\_

President's Action: \_\_\_\_\_

Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

Board of Trustees' Action: \_\_\_\_\_

Notification of Faculty by the Academic Vice President of final action taken: \_\_\_\_\_

Notification of Senate by the Academic Vice President of final action taken: \_\_\_\_\_

**BERGEN COMMUNITY COLLEGE  
CURRICULUM COMMITTEE**

**Course Proposal**

CC# 137 - 17/18

SR# \_\_\_\_\_

Check one:

Addition ☐ Modification ☐ Deletion ☒ Other ☐

Title [proposed]: \_\_\_\_\_

Title [current, if seeking change]: CHM - 110 BASIC BIOCHEMISTRY

Date of Action: \_\_\_\_\_

Faculty: Lynda Box

School/Discipline: Division of Math, Science & Technology - PHYSICS

Signature: Lynda Box

Academic Department Chair: Lynda Box

Signature: Lynda Box

Dean: PJ Ricatto

Signature: PJ Ricatto

Senate Course Auditor: Joan Dalrymple

Signature: Joan Dalrymple

**Attachments required:**

If seeking a modification, include the current materials with the proposed materials.

1. List credits and contact hours [specify lecture and lab hours, if appropriate]
2. List pre- and co-requisite[s]
3. Provide catalog description [75 words or less]
4. Provide course syllabus [attach hereto]
5. Provide an electronic copy of syllabus to the Academic Vice President's Office  
[rlharvison@bergen.edu](mailto:rlharvison@bergen.edu)
6. Rationale for course proposal may include:
  - a. Results of feasibility/needs assessment
  - b. List any requirements of an accrediting agency
  - c. Letters establishing acceptance for transfer credit at other colleges
  - d. Comments of an advisory committee or other appropriate experts/community groups
7. Projected list of additional resources such as:
  - a. Faculty
  - b. Staff
  - c. Equipment
  - d. Costs
  - e. Space
  - f. Library Resources

8. Expected date of implementation: Fall 2018

**Rationale:**

This course was developed for the Dental Hygiene Program, and offered exclusively for the dental hygiene students. However, this course is no longer a requirement of that program. Any student needing a similar general organic and biochemistry course may take the CHM 112 College Chemistry course.

Bergen Community College  
Division of Mathematics, Science and Technology  
Department of Physical Sciences

(Master) Course Syllabus  
CHM 110 Basic Biochemistry

Semester and year:  
Course Number:  
Meeting Times and Locations:

Instructor:  
Office Location:  
Phone:  
Office Hours:  
Email Address:

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COURSE TITLE: CHM 110 Basic Biochemistry

CREDITS/HOURS: 4 credits/6 hours (3 contact hours Lecture; 3 contact hours Lab)

PRE-REQUISITE: MAT011 or equivalent by an appropriate placement as a result of the New Jersey Basic Skills Placement test (computational sections only). CHM100 or a recent college-prep high school chemistry course is a recommended prerequisite.

TEXTBOOK: Karen C. Timberlake, General, Organic and Biological Chemistry: Structure of Life, 5th Edition, Pearson, 2015; ISBN# 978-0-321-96746-6

COURSE DESCRIPTION: CHM 110 is a course for Dental Hygiene students. Principles of atomic theory, chemical bonding, and chemical reactions are studied with an emphasis on acids and bases. The structure and function of major groups of organic compounds are studied in order to provide a basis for understanding the nature and role of the major classes of biochemical compounds such as carbohydrates and proteins. The study of enzymes is also included. This course does not substitute for CHM 112. This is not a General Education course.

STUDENT LEARNING OBJECTIVES: As a result of meeting the requirements in this course, students will be able to:

1. Students will learn how to use metric units and carry out chemical calculations. Students will be evaluated based on performance on written examinations and quizzes. Assessment will also be based on performance in the laboratory.
2. Students will be able to explain the way in which the structure of inorganic, organic and biochemical molecules determines the properties of these types of compounds. Students will be evaluated based on performance on written examinations and quizzes. Students will also be assessed based on performance in the laboratory and on their laboratory reports.
3. Students will be able to demonstrate knowledge of technical terms used in chemistry including appropriate nomenclature. Students will be evaluated based on performance on written examinations and quizzes.
4. Students will be able to explain the nature of acids, bases and acid-base buffers. Students will be evaluated based on performance on written examinations and quizzes.
5. Students will be able to explain the application of chemical principles to the health sciences. Students will be evaluated based on performance on written examinations and quizzes.

At the discretion of the instructor, assessment measures may be somewhat modified.



## COURSE CONTENT:

<u>CHAPTER</u>	<u>TOPIC</u>	<u>STUDENT LEARNING OBJECTIVES:</u>
1 <i>Sec. 1.2 &amp; 1.4</i>	<b>Chemistry in Our Lives</b> Scientific Method, Key Math Skills for Chemistry	1
2	<b>Chemistry and Measurements</b> Review of Problem Solving, Metric System, Significant Figures, Conversion Factors, Density	1,3
3	<b>Matter and Energy</b> Classification of Matter, States of Matter, Temperature, Energy, Energy from Food, Specific Heat, Changes of State	1,3
4 <i>Sec. 4.7 - Omit Orbital Diagrams</i>	<b>Atoms</b> Symbols, Periodic Table, Structure of the Atom, Atomic Mass, Electron configurations, Periodic Trends, Lewis Structures of Elements	1,2,3
6	<b>Ionic and Molecular Compounds</b> Ionic and Covalent Bonding, Writing Formulas and Naming Compounds, Lewis Structures, Electronegativity, Shapes and Polarity of Molecules, Attractive Forces in Compounds	1,2,3
7 <i>Sec. 7.8 - Omit Limiting Reagent</i>	<b>Chemical Reactions and Quantities</b> Balancing Equations, Types of Chemical Reactions, Mole and Mass Calculations in Reactions, % yield, Energy in Chemical Reactions	1,2,3,5
8 <i>Sec. 8.7 - Gas Laws and Chemical Reactions, Optional</i>	<b>Gases</b> Kinetic Molecular Theory, Gas Laws,	1,2,3,5
9 <i>Sec. 9.4 - Omit Chemical Reactions in Solution Omit Sec. 9.5 Sec. 9.6, Omit Boiling Point Elevation and Freezing Point Depression</i>	<b>Solutions</b> Electrolytes, Solubility, Concentration, Colloids, Osmosis, Dialysis	1,2,3,5
10 <i>Omit Sec. 10.3 &amp; 10.4</i>	<b>Reaction Rates and Chemical Equilibrium</b> Rates of Reactions, Equilibrium, Le Chatelier's Principle	1,2,3,5
11 <i>Omit Sec. 11.8 Sec. 11.9 - Omit Buffer Calculations</i>	<b>Acids and Bases</b> Definitions, Nomenclature, Ionization of Water and pH, Reactions, Buffers	1,2,3,4,5
12	<b>Introduction to Organic Chemistry: Hydrocarbons</b> Alkanes, Naming Alkanes, Properties, Reactions, Alkanes and Alkynes, Naming Alkenes and Alkynes, Isomers, Addition Reactions, Aromatic Compounds	2,3,5
13 <i>Sec. 13.1 - Omit IUPAC Nomenclature Sec. 13.2 - Omit IUPAC Nomenclature</i>	<b>Alcohols, Phenols, Thiols and Ethers</b> Properties, Reactions	2,3,4,5
14 <i>Sec. 14.1 - Omit IUPAC Nomenclature Omit Sec. 14.5</i>	<b>Aldehydes, Ketones and Chiral Molecules</b> Aldehydes, Ketones, Properties, Reactions	2,3,4,5
16 <i>Sec. 16.1 - Omit IUPAC Nomenclature Omit Sec. 16.4</i>	<b>Carboxylic Acids and Esters</b> Properties, Reactions	2,3,4,5

NOTES:

1. A knowledge of Algebra is helpful.
2. The laboratory work is an integral part of the course. Students must complete the laboratory work in order to receive a passing grade in the course.

Evaluation may be modified at the instructor's discretion.

1. Students will be required to demonstrate the ability to explain concepts studied in this course. Examinations will include essay questions. Instructors may require additional writing assignments.
2. The scheduled examinations must be completed in order for the student to receive a grade in the course. A student will be allowed either to take one make-up exam or to use his/her final examination grade in place of one missed examination (policy to be established by the instructor).
3. The course material is cumulative. Students experiencing difficulty with any segment of the course should see the instructor promptly. Students experiencing difficulty with the arithmetic or problem solving aspects of this course should acquaint themselves with the tutorial services at the Tutoring Center.

#### INSTRUCTIONAL RESOURCES:

- a. Spencer L. Seager and Michael R. Slabaugh, Chemistry for Today: General Organic and Biochemistry, 7<sup>th</sup> Edition, Brooks/ Cole, 2011
- b. John McMurray, Mary Castellion, David S. Ballantine, Carl A. Hoeger and Virginia E. Peterson, Fundamentals of General, Organic and Biological Chemistry, 6<sup>th</sup> Edition, Pearson/Prentice Hall, 2010.
- c. Katherine J. Denniston, Joseph J. Topping and Robert L. Caret, General, Organic and Biochemistry, 7<sup>th</sup> Edition, McGraw-Hill, 2011.
- d. James Armstrong, General, Organic and Biochemistry: An Applied Approach, Thomson/ Brooks/Cole, Belmont, 2012.

#### SPECIAL NOTES:

The scheduled examinations must be completed in order for the student to receive a grade in the course. A student will be allowed either to take one make-up exam or to use his/her final examination grade in place of one missed examination (policy to be established by the instructor).

The course material is cumulative. Students experiencing difficulty with any segment of the course should see the instructor promptly. Students experiencing difficulty with the arithmetic or problem solving aspects of this course should acquaint themselves with the tutorial services of the Tutoring Center.

#### FACULTY ABSENCE PROCEDURE

A daily listing of cancelled classes will appear in the Main Hall Lobby near the student center. If students find a class cancelled which has not been listed, they should report this to the Evening and Saturday Office Room C-107 or the Divisional Dean's Office, Room A-304.

All BCC students enrolled in credit courses are entitled to a WebAdvisor account. With WebAdvisor, you may register online, pay your bill, check your schedule, room assignments, GPA, and find out what courses you need to take. To find out more about WebAdvisor or to sign up online, visit <<http://go.bergen.edu>>! While there, please make sure you give us your preferred email address. You'll find directions how to do this at <<http://go.bergen.edu/email>>.

## CHM-110 LAB SCHEDULE

Laboratory Manual for General, Organic and Biological Chemistry by Karen Timberlake, 3<sup>rd</sup> edition, Pearson/Prentice Hall, New Jersey, 2014. ISBN# 978-0-321-81185-1

<u>WEEK</u>	<u>EXPERIMENT</u>	<u>STUDENT LEARNING OBJECTIVES</u>
1	Check-in, Math Review	
2	Exp. 1      Measurements and Significant Figures	1,3
3	Exp. 2      Conversion Factors and Problem Solving	1,3
4	Exp. 3      Density and Specific Gravity	1,3
5	Exp. 10     Chemical Reactions and Equations	1,2,3
6	Exp. 12     Gas Laws: Boyle's (handout) and Charles Exp. 13     Dalton's Law of Partial Pressures: Parts B and C (Instructor Demonstration)	1,2,3
7	Exp. 17     Solutions, Colloids, and Suspensions	1,2,3
8	Demonstrations of Equilibrium - Handout	1,2,3
9	Exp. 19     Acids, Bases, pH, and Buffers	1,2,3,4 2,3
10	Exp. 21     Organic Compounds: Alkanes Exp. 22     Reactions of Unsaturated Hydrocarbons Parts A, C, & D	
11	Exp. 25     Carboxylic Acids and Esters	1,2,3,4
12	Exp. 26     Aspirin and Other Analgesics Part C Optional	1,2,3,4
13	Exp. 30     Tests for Carbohydrates - Omit Part C	1,2,3
14-15	Exp. 34     Peptides and Proteins Omit Parts C & D Exp. 35     Enzymes	1,2,3

*Exp. 4: Temperature and Specific Heat and Exp. 9: Compounds and Their Bonds may be substituted at the Instructor's Discretion.*

BERGEN COMMUNITY COLLEGE  
CURRICULUM COMMITTEE

CC/SR# 138-17/18

Curriculum Request Sign-Off Action Sheet

Check one: Course

☐

Program/Option/Certificate/COA

☒

(Instructions: Attach appropriate proposal forms to this cover sheet.)

Current Title: Certificate in Culinary Arts

CERT. CULN. ARTS

Proposed Title (if new or seeking modification): \_\_\_\_\_

Date of Action:

3/26/18

Faculty: John Bandman

Department: Hotel and Restaurant Management

Signature: [Signature]

Academic Department Chair: Dr. Pierre LaGuerre

Signature: [Signature] DEPARTMENT VOTE TALLY: 4 Yes; 0 No; 0 Abstain

Dean: Dr. Victor Brown

Signature: [Signature] 3/27/18

Senate Curriculum Auditor (Programs): Ivan Dalrymple

Signature: [Signature]

Senate Course Auditor (Courses): \_\_\_\_\_

Signature: \_\_\_\_\_

Curriculum Committee Action: \_\_\_\_\_

Comments: \_\_\_\_\_

VP Academic Affairs Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

General Education Committee Action (if required): \_\_\_\_\_

GEC Chair: \_\_\_\_\_

Senate Action: \_\_\_\_\_

Comments: \_\_\_\_\_

President's Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

Notification to Associate Dean of Curriculum for Board of Trustees Resolution

Board of Trustees' Action (if approval required): \_\_\_\_\_

Notification to Senate Secretary

Notification to Financial Aid

**BERGEN COMMUNITY COLLEGE  
CURRICULUM COMMITTEE**

CC/SR# 138-17/18

**Program/Option/Certificate/COA Proposal Form**

Check one:    Addition \_\_\_\_\_ Modification ☒ Deletion \_\_\_\_\_ Other \_\_\_\_\_

**Current Title:** Certificate in Culinary Arts

**Proposed Title (if new or seeking modification):** \_\_\_\_\_

**Expected date of implementation upon approval (semester, year):** Fall 2018

**Date of Action:**

3/26/18

**Faculty:** John Bandman

**Department:** Hotel and Restaurant Management

**Signature:** [Signature]

**Academic Department Chair:** Dr. Pierre LaGuerre

**Signature:** [Signature]

**Dean:** Dr. Victor Brown

**Signature:** [Signature]

4/4/18

**Senate Curriculum Auditor:** Jean Dalrymple

**Signature:** [Signature]

Required attachments vary according to the proposal. Consult with the Associate Dean of Curriculum, Dr. Ilene Kleinman ([ikleinman@bergen.edu](mailto:ikleinman@bergen.edu)) to determine which attachments are needed. If seeking a modification, include the current materials with the proposed materials.

Required attachments may include:

1. List of all courses including credits and contact hours, prerequisites, and course descriptions. Syllabi for program/option-specific courses may be required.
2. Program/Option Level Outcomes
3. Curriculum Map
4. Rationale must include:
  - a. Results of feasibility/needs assessment
  - b. List any requirements of an accrediting agency
  - c. Letters establishing acceptance for transfer credit at other colleges
  - d. Comments of advisory committee or other appropriate experts/community groups
  - e. Target population
  - f. Description of need
  - g. Faculty requirements
  - h. Staff requirements
  - i. Library resources, including costs
  - j. Equipment
  - k. Space requirements
  - l. Other resources and costs
  - m. Consultant report may be required; consult with the Curriculum Office
5. Provide signed print copies of the proposal forms and email a copy of all materials to Associate Dean of Curriculum, Dr. Ilene Kleinman ([ikleinman@bergen.edu](mailto:ikleinman@bergen.edu))

*Proposals must meet state and local requirements or they will be returned.*



### **Rationale for the proposed revision of the Certificate in Culinary Arts program**

The faculty have proposed several changes to this program for the betterment of the certificate such that students and graduates would become more marketable for jobs in the industry. Part of this initiative is to satisfy the New Jersey Talent Network, a group of people sent from agencies such as the Labor Department where they learn a new vocational skill: Cooking, menu planning and nutrition, customer service and service certification such as ServSafe and TIPS, both of which HRM 102 Food Protection and Safety and HRM 203 Beverage Management address in the respective courses. We also factored in feedback Continuing Education and Sandra Bleckman of Fairleigh Dickinson University have shared with HRM regarding what industry professionals and agencies have explicitly stated to them about industry and skill set demands.

We added some choices of courses such as HRM 212 International Cuisine, HRM 2XX American Regional Cuisine, or HRM 2XX Asian Cuisine. [The new American Regional Cuisine course was already approved by the Senate; the proposed new Asian Cuisine course proposal is in a separate packet to this one]. Also, we added HRM 203 Beverage Management, HRM 201 Food and Beverage Cost Control, and HRM 205 Restaurant Service Management, thereby making our students better prepared for tomorrow's foodservice industry job demands.

We made all of the adjustments without increasing the number of credits, and we did not make any changes to the total number of credits within the current respective semester sequence grids.

We also simplified the wording a bit in the certificate program description and its learning outcomes.

The proposed revision on the next page is written in red. The current program appears on the page after that.

### Proposed Revised Culinary Arts Certificate [35 credit]

The Culinary Arts Certificate Program is designed to prepare entry-level or working food service professionals to increase their job value or refresh their culinary preparation and leadership skills in the introductory kitchens and the on-campus student-run full-service restaurant. Typically, students do not complete the certificate program in two semesters. In those instances where a student must complete the curriculum in one year or two successive semesters, the student must obtain written permission from the Dean to waive or otherwise adjust prerequisites where indicated. Students who choose this program will also be able to transfer their credits to an Associate Degree program in the college.

#### Program Learning Outcomes

- Advance proficiency in all stages of food and bakery preparation including budgeting, purchasing, receiving, storage, preparation, presentation and service
- Earn industry-approved ServSafe Certification for food handling and beverage service
- Produce high-quality menus that are nutritionally adequate and maintain variety, balance and appeal to different clientele in a full-service student-run restaurant
- Hold a leadership role in high volume food preparation and production in diverse food and bakery production settings
- Evaluate methods to maintain quality and cost effective measures.

#### First Semester

	General Education Elective	3
HRM 102	Food Protection and Safety	3
HRM 103	Professional Food Preparation Techniques	3
HRM 106	Menu Planning and Nutrition	1
HRM 108	Computer Applications for the Hospitality Industry	1
HRM 110	Introduction to Baking	3
WRT 101	English Composition I	3

Credit Hours: 17

#### Second Semester

	General Education Elective	3
HRM 201	Food and Beverage Cost Control	1
HRM 202 OR HRM 206	Quantity Food Production and Services OR Commercial Restaurant Operation	3
HRM 203	Beverage Management	2
HRM 205	Restaurant Service Management	3
HRM 212 OR HRM 2XX OR HRM 2XX	International Cuisine OR American Regional Cuisine OR Asian Cuisine	3
HRM 220	Advanced Baking Techniques	3

Credit Hours: 18

**TOTAL CREDIT HOURS: 35**

Specific Program Notes: (Not sure whether I am supposed to change from current note on Algebra to copying directly from catalog for AAS):

Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by the Accuplacer Test, unless they choose the college math/computer science elective.

And (copied directly from AAS catalog):

Those who hold current ServSafe Food Protection Certification will receive credit for HRM-102.

Those who hold NOCTI Certification in Culinary will receive credit for HRM-103.

## Current Culinary Arts Certificate program:

[MyCatalog](#) | [Add this page](#) | [Print this page](#)

2017-2018 Catalog

[Select](#)

### Culinary Arts Certificate [30-36 credit]

**Code:** CERT.CULN.ARTS

The Culinary Arts Certificate Program is designed to aid those working food service professionals who wish to increase their job value or refresh their culinary preparation and leadership skills. Typically, students do not complete the certificate program in two semesters. In those instances where a student **MUST** complete the curriculum in one year or two successive semesters, the student **MUST** obtain written permission from the Dean to waive or otherwise adjust prerequisites where indicated.

#### Program Learning Outcomes

- Address the basic problems in all food services: Purchasing, receiving, storage, preparation and service effectively.
- Earn industry-approved ServSafe Certification.
- Produce menus that are nutritionally adequate and maintain variety, balance and appeal to the target group.
- Be proficient in food preparation and production, purchasing, and all phases of decorating and serving food.
- Review job titles and responsibilities.
- Prepare food in cafeteria kitchens for dining rooms as well as food in table-service kitchen for dining rooms.
- Evaluate methods to maintain quality and cost effective measures.

#### ▼ Career Pathways

Guest Service Representative	Chef or Cook	Bartender
Manager: Cafe or Catering	Assistant Manager: Events, Food & Beverage, Food Service, Restaurant	Host

**Current Recommended Semester Sequence is on the next page**

## General Education Requirements

	General Education Elective*	3
WRT-101	English Composition I	3
	<b>Credit Hours:</b>	<b>6</b>

## Restricted Program Requirements

HRM-102	Food Protection and Safety	3
HRM-103	Professional Food Preparation Techniques	3
HRM-106	Menu Planning and Nutrition	1
HRM-108	Computer Applications for the Hospitality Industry	1
HRM-110	Introduction to Baking	3
HRM-202	Quantity Food Production and Services [Fall Only]	3
HRM-206	Commercial Restaurant Operation [Spring Only]	3
HRM-212	International Cuisine	3
HRM-213	Classical Garde-Manger [Fall Only]	3
HRM-220	Advanced Baking Techniques	3
	<b>Credit Hours:</b>	<b>27</b>

*HRM-206, HRM-220: Class offered only during spring semester.*

*HRM-202, HRM-213: Class offered only during fall semester.*

## Program Support Requirement:

	General Education Elective*	3
	<b>Credit Hours:</b>	<b>3</b>

**TOTAL CREDIT HOURS: 35**

## Specific Program Notes

\*General Education Course List.

\*\*Class offered only during spring semester.

\*\*\*Class offered only during fall semester.

Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

**Note:** For the proposed revised Culinary Arts Certificate, the above Restricted Program Requirements would remain the same, except for the following changes:

- The 2 additional course choices to be added to the area where it says HRM 212 International Cuisine (HRM 2XX American Regional Cuisine OR HRM 2XX Asian Cuisine)
- Instead of HRM 202 and 206 as separate course requirements, it would become a choice of HRM 202 OR HRM 206
- Add HRM 201 Food and Beverage Cost Control (1 credit)
- Add HRM 203 Beverage Management (3 credits)
- Add HRM 205 Restaurant Service Management (3 credits)
- Remove HRM 213 Garde Manger (3 credits)



BERGEN COMMUNITY COLLEGE  
CURRICULUM COMMITTEE

CC/SR# 139-17/18

Curriculum Request Sign-Off Action Sheet

Check one: Course

☐

Program/Option/Certificate/COA

☒

(Instructions: Attach appropriate proposal forms to this cover sheet.)

Current Title: Certificate of Achievement (COA) Professional Cooking COA. PROF. COOK

Proposed Title (if new or seeking modification): \_\_\_\_\_

Date of Action:

3/26/18

Faculty: John Bandman

Department: Hotel and Restaurant Management

Signature: [Signature]

Academic Department Chair: Dr. Pierre LaGuerre

Signature: [Signature] DEPARTMENT VOTE TALLY: 4 Yes; 0 No; 0 Abstain

Dean: Dr. Victor Brown

Signature: [Signature] 3/27/18

Senate Curriculum Auditor (Programs): Joan Dalrymple

Signature: [Signature]

Senate Course Auditor (Courses): \_\_\_\_\_

Signature: \_\_\_\_\_

Curriculum Committee Action: \_\_\_\_\_

Comments: \_\_\_\_\_

VP Academic Affairs Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

General Education Committee Action (if required): \_\_\_\_\_

GEC Chair: \_\_\_\_\_

Senate Action: \_\_\_\_\_

Comments: \_\_\_\_\_

President's Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

Notification to Associate Dean of Curriculum for Board of Trustees Resolution

Board of Trustees' Action (if approval required): \_\_\_\_\_

Notification to Senate Secretary

Notification to Financial Aid

**BERGEN COMMUNITY COLLEGE  
CURRICULUM COMMITTEE**

CC/SR# 139 - 17/18

**Program/Option/Certificate/COA Proposal Form**

Check one:    Addition \_\_\_\_\_ Modification ☒ Deletion \_\_\_\_\_ Other \_\_\_\_\_

**Current Title:** Certificate of Achievement (COA) Professional Cooking

**Proposed Title (if new or seeking modification):** \_\_\_\_\_

**Expected date of implementation upon approval (semester, year):** Fall 2018

**Date of Action:**

3/26/18      Faculty: John Bandman

Department: Hotel and Restaurant Management

Signature: *John Bandman*

\_\_\_\_\_ Academic Department Chair: Dr. Pierre LaGuerre

Signature: *Pierre LaGuerre*

\_\_\_\_\_ Dean: Dr. Victor Brown

Signature: *Victor Brown*

4/4/18      Senate Curriculum Auditor: Joan Dalrymple

Signature: *Joan Dalrymple*

Required attachments vary according to the proposal. Consult with the Associate Dean of Curriculum, Dr. Ilene Kleinman ([ikleinman@bergen.edu](mailto:ikleinman@bergen.edu)) to determine which attachments are needed. If seeking a modification, include the current materials with the proposed materials.

Required attachments may include:

1. List of all courses including credits and contact hours, prerequisites, and course descriptions. Syllabi for program/option-specific courses may be required.
2. Program/Option Level Outcomes
3. Curriculum Map
4. Rationale must include:
  - a. Results of feasibility/needs assessment
  - b. List any requirements of an accrediting agency
  - c. Letters establishing acceptance for transfer credit at other colleges
  - d. Comments of advisory committee or other appropriate experts/community groups
  - e. Target population
  - f. Description of need
  - g. Faculty requirements
  - h. Staff requirements
  - i. Library resources, including costs
  - j. Equipment
  - k. Space requirements
  - l. Other resources and costs
  - m. Consultant report may be required; consult with the Curriculum Office
5. Provide signed print copies of the proposal forms and email a copy of all materials to Associate Dean of Curriculum, Dr. Ilene Kleinman ([ikleinman@bergen.edu](mailto:ikleinman@bergen.edu))

*Proposals must meet state and local requirements or they will be returned.*



### **Rationale for the proposed revision of the Certificate of Achievement Professional Cooking program**

The faculty have proposed some changes to this program in order to satisfy the New Jersey Talent Network, a group of people sent from agencies such as the Labor Department where they learn a new vocational skill: Cooking, menu planning and nutrition, and service certification such as ServSafe and TIPS, both of which HRM 102 Food Protection and Safety and HRM 203 Beverage Management address in the respective courses. We also factored in feedback Continuing Education and Sandra Bleckman of Fairleigh Dickinson University have shared with HRM regarding what industry professionals and agencies have explicitly stated to them about industry and skill set demands. The adjustment to have HRM 202 Quantity Food Production and Services replace the existing HRM 212 International Cuisine course fulfills that requirement, let alone HRM 202 makes graduates more marketable because 202 is a high production food lab course, thereby preparing students and alumni to succeed in the workforce. Those in the certificate program who would like to continue on for either a more substantial certificate than a Certificate of Achievement or advance to an Associate degree will be able to apply these credits. We also simplified the wording a bit in the certificate program description and its learning outcomes.

The proposed revision on the next page is written in red. The current program appears on the page after that.

## Proposed Revised Professional Cooking Certificate of Achievement

The Certificate of Achievement in Professional Cooking prepares the student to make high quality foods and baked products for various foodservice settings in restaurants, hotels, country clubs, retail markets, contract dining, tourism and other types of establishments. Students who choose this program will also be able to transfer their credits to an Associate Degree program in the college. Students and graduates are eligible for positions in the culinary and banquet departments of hotels, restaurants, food service companies and other related areas of the hospitality industry.

### Program Learning Outcomes

- Demonstrate an understanding of the complexities of weighing and measuring accurately; in both metric and customary USA units.
- Use the earned industry-approved ServSafe Certification for food handling and beverage service
- Prepare and present dishes that maintain nutritional variety, balance and product appeal to different clientele.
- Demonstrate the techniques for presentation and decoration of food and pastry platters and individual plates in a high-volume establishment
- Evaluate methods to maintain quality and cost effective measures.

### First Semester

HRM 102	Food Protection and Safety	3
HRM 103	Professional Food Preparation Techniques	3
HRM 110	Introduction to Baking	3

Credit Hours: 9

### Second Semester

HRM 202	Quantity Food Production and Services	3
HRM 108	Menu Planning and Nutrition	1
HRM 203	Beverage Management	2
HRM 220	Advanced Baking Techniques	3

Credit Hours: 9

**TOTAL CREDIT HOURS: 18**

Specific Program Notes: (Not sure whether I am supposed to change from current note on Algebra to copying directly from catalog for AAS):

Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by the Accuplacer Test

And (copied directly from AAS catalog):

Those who hold current ServSafe Food Protection Certification will receive credit for HRM-102.

Those who hold NOCTI Certification in Culinary will receive credit for HRM-103.

**Current Professional Cooking COA certificate program is on the next page**

# Current

2017-2018 Catalog



**Sale**

## Professional Cooking Certificate of Achievement

**Code: COA.PROF.COOK**

The Certificate of Achievement in Professional Cooking introduces the student to preparing commercially acceptable foods and baked products. Potential customers include those in food courts or in malls; in cafeterias, restaurants, hotels and other establishments. Students who choose this program will also be able to transfer their credits to an Associate Degree program in the college. Graduates are eligible for positions in the banquet department of hotels and in restaurants, food service companies and related areas of the hospitality industry.

### Program Learning Outcomes

- Demonstrate an understanding of the complexities of weighing and measuring accurately; in both metric and customary USA units.
- Utilize the earned industry-approved ServSafe Certification.
- Present dishes that maintain nutritional variety, balance and product appeal to the target group.
- Become proficient in the preparation of specialized dishes according to clientele.
- Prepare meals and baked products in cafeteria and table-service kitchens for dining rooms.
- Demonstrate the techniques for presentation and decoration of food platters and individual plates.
- Evaluate methods to maintain quality and cost effective measures.

### First Semester

HRM-102	Food Protection and Safety	3
HRM-103	Professional Food Preparation Techniques	3
HRM-110	Introduction to Baking	3
Credit Hours:		9

### Second Semester

HRM-212	International Cuisine	3
HRM-213	Classical Garde-Manger (Fall Only)	3
HRM-220	Advanced Baking Techniques	3
Credit Hours:		9

*HRM-213: Class offered only during fall semester.*

*HRM-220: Class offered only during spring semester.*

**TOTAL CREDIT HOURS: 18**

### Specific Program Notes

Students enrolled in this program **ARE NOT REQUIRED** to successfully complete a course in basic algebra if indicated by Placement Testing.

BERGEN COMMUNITY COLLEGE  
CURRICULUM COMMITTEE

CC/SR# 140 - 17/18

Curriculum Request Sign-Off Action Sheet

Check one: Course



Program/Option/Certificate/COA



(Instructions: Attach appropriate proposal forms to this cover sheet.)

Current Title: HRM 2XX Asian Cuisine

Proposed Title (if new or seeking modification): \_\_\_\_\_

Date of Action:

3/26/18

Faculty: John Bandman

Department: Hotel and Restaurant Management

Signature: [Signature]

Academic Department Chair: Dr. Pierre LaGuerre

Signature: [Signature] DEPARTMENT VOTE TALLY: 4 Yes; 0 No; 0 Abstain

Dean: Dr. Victor Brown

Signature: [Signature] 2/27/18

Senate Curriculum Auditor (Programs): \_\_\_\_\_

Signature: \_\_\_\_\_

4/4/18

Senate Course Auditor (Courses): Joan Dalrymple

Signature: [Signature]

Curriculum Committee Action: \_\_\_\_\_

Comments: \_\_\_\_\_

VP Academic Affairs Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

General Education Committee Action (if required): \_\_\_\_\_

GEC Chair: \_\_\_\_\_

Senate Action: \_\_\_\_\_

Comments: \_\_\_\_\_

President's Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

Notification to Associate Dean of Curriculum for Board of Trustees Resolution

Board of Trustees' Action (if approval required): \_\_\_\_\_

Notification to Senate Secretary

Notification to Financial Aid

**BERGEN COMMUNITY COLLEGE****CURRICULUM COMMITTEE****Course Proposal Form**CC/SR# 140 - 17/18Check one: Addition ☒ Modification \_\_\_\_\_ Deletion \_\_\_\_\_ Other \_\_\_\_\_Current Title: HRM 2XX Asian Cuisine

Proposed Title (if new or seeking modification): \_\_\_\_\_

Send to General Education Committee after Curriculum Committee action? YES ☐ NO ☒Expected date of implementation upon approval (semester, year): Fall 2018

Date of Action:

3/26/18Faculty: John BandmanDepartment: Hotel and Restaurant ManagementSignature: Academic Department Chair: Dr. Pierre LaGuerreSignature: Dean: Dr. Victor BrownSignature: Senate Course Auditor: Joan DalrympleSignature: 

Attachments required:

If seeking a modification, include the current materials with the proposed materials.

1. List of credits and contact hours [specify lecture and lab hours, if appropriate]
2. List of pre- and co-requisite[s]
3. Catalog description [75 words or less]
4. Course syllabus
5. Rationale which includes:
  - a. Description of need
  - b. A list of requirements of an accrediting agency (if applicable)
  - c. Letters establishing acceptance for transfer credit at other colleges
  - d. Comments of an advisory committee or other appropriate experts/community groups
  - e. Faculty requirements
  - f. Staff requirements
  - g. Library resources, including costs
  - h. Equipment
  - i. Space requirements
  - j. Other resources and costs
6. Provide signed print copies of the proposal forms and email a copy of all materials to Associate Dean of Curriculum, Dr. Ilene Kleinman ([ikleinman@bergen.edu](mailto:ikleinman@bergen.edu))

*Proposals must meet state and local requirements or they will be returned.*

## **HRM 2XX Asian Cuisine**

### **Rationale**

This proposed new course would become one of the choices of culinary electives for the existing Certificate in Culinary Arts. (I attached separate paperwork reflecting this aspect of a program change). This elective would also play a role in preparing students who take the certificate program to become marketable for jobs in foodservice. This also plays a role in preparing those who are involved with the New Jersey Talent Network, thereby taking a certificate program to become employable in the culinary field. I have collaborated with my fellow faculty about this, and we are all in agreement. Also, the number of credits does not change.





Bergen Community College  
Division of Business, Arts, and Social Sciences  
Department of Business & Hotel/Restaurant Management

**HRM 2XX Asian Cuisine**

Date of Most Recent Syllabus Revision:

Course Typically Offered: Fall \_\_\_ Spring \_\_\_ Summer \_\_\_ Every Semester \_\_\_ Other \_\_\_\_\_

Syllabus last reviewed by: BCC General Education Committee \_\_\_\_\_ Date: \_\_\_\_\_

(Most courses need review Ad Hoc Committee on Learning Assessment \_\_\_\_\_ Date: \_\_\_\_\_

by only one of the following) Curriculum Committee: \_\_\_\_\_ Date: \_\_\_\_\_

**Basic Information about Course and Instructor**

**Semester and year:**

**Course and Section Number:** Asian Cuisine HRM 2XX

**Meeting Times and Locations:**

**Instructor:**

**Email Address:**

**Office Location:**

**Phone:**

**Departmental Secretary:** Linda Karalian, 201-447-7214, [lkaralian@bergen.edu](mailto:lkaralian@bergen.edu)

**Office Hours:**

**Course Description:**

**Official Catalog Course Description**

This course is an introduction to Asian regional cuisine. Students research, plan and prepare menus based on authentic Asian recipes and commercial styles of preparation. Students will apply their introductory culinary skills to prepare Asian dishes using regional ingredients and cooking equipment. Dishes prepared in this course reflect foods commonly associated with culinary regions through Asia.  
**Hours:** Lecture [1.00]. Lab [4.00].

3 credits

**Prerequisites:** HRM 103

**Co-requisites:** None

**Cross Listed Courses:** None

### Student Learning Objectives:

As a result of meeting the requirements in this course, students will be able to:

1. Explain the cultural foodways and use of ingredients from various Asian regions
2. Demonstrate various culinary preparations using ingredients found in Asian regions
3. Identify, use, and evaluate the quality of meat, poultry, seafood, produce and other ingredients used in Asian and Pacific recipes
4. Analyze the relationship between climate, topography, and diet of the regions and the use of staple ingredients
5. Create menus and produce dishes while adhering to production schedules for various types of clientele

### Means of Assessment

The major assessment types (means of assessment) utilized in this course are graded lab participation, regional essay, objective written tests, presentations and practical examinations.

### Course Content

The course is intended to guide students to prepare complex menus representative of Asian regions, while building on fundamental culinary techniques. It involves preparing menus and examining the symbiotic relationship between cuisine and culture. Therefore, the course includes the following mandatory components:

1. Innovating, planning, and implementation of Asian regional menus for various types of clients
2. Daily preparation of dishes representative of Asian regions
3. Research study of the regions as they relate to food history and culture

### Course Outline and Calendar

Week	Date(s)	Topic	Chapters
1		Course Introduction; Cuisine & Culture of Asia	
2		Regional Cuisine Focus: South Asia I	14
3		Regional Cuisine Focus: South Asia II	14
4		Regional Cuisine Focus: China I	11
5		Regional Cuisine Focus: China II	11

6		Regional Cuisine Focus: China III	11
7		Regional Cuisine Focus: Thailand	13
8		Regional Cuisine Focus: Malaysia and Singapore	
9		Regional Cuisine Focus: Vietnam, Indonesia and the	13
10		Regional Cuisine Focus: Japan	12
11		Regional Cuisine Focus: Korea	12
12		Regional Cuisine Focus: Middle East I	9
13		Regional Cuisine Focus: Middle East II	9
14		Final Practical Examination	
15		Final Written Examination; Regional Essay Presentation	

#### **Notes to Students:**

1 - Syllabus may change due to unforeseen circumstances or to take advantage of educational opportunities.

2 – Your instructor will update you on test dates and assignments. Please continually log on to Moodle for announcements, reminders and updates.

3 – Please log on to Moodle for handouts that are not distributed in hard copy form. Please also check your Bergen Community College e-mails (You may decide to filter your Bergen e-mail into your personal e-mail address).

#### **Special Features of the Course**

In addition to daily performance in the kitchen, use of learning technologies in the course (Internet, Moodle, etc.) is necessary to help you succeed in this course and in the industry.

#### **Course Texts and/or Other Study Materials**

##### **Required**

Heyman, P. (2017). *International Cooking. A Culinary Journey, 3<sup>rd</sup> Edition*. New York: Pearson.

#### **Grading Policy**

The grading system used for this course will combine the following

Quizzes	10%
Written assignments	10%
Daily Lab Performance	40%
Final Practical	20%
Regional Essay & Presentation	10%
Final Examination	10%
	100%

**Attendance Policy**

1. Attendance will be taken at the beginning and end of each class session
2. You are required to attend 14 out of 15 classes, or you may be required to repeat the course again. Absences require an official doctor's note or other formal documentation.
3. Lateness that exceeds 10 minutes will be counted as an absence
4. 2 latenesses that are less than 10 minutes each equal 1 absence. You must notify the instructor when you arrive late. Otherwise you will be marked absent.
5. There are no make-up examinations.



**Overall Kitchen Lab Class Participation (up to 10 performance points per session)**

Class participation by students (including regular and timely attendance and active engagement in class sessions) is an essential part of this course. I expect you to participate actively and constructively in our class sessions in ways that show respect and courtesy to me and to your classmates during lecture and lab. As we proceed through the semester, there will be class discussions and practical tests on all of the major topics covered in the course. You are required to participate actively during all classes, and to remain in class the entire session. This includes logging on to Moodle for class announcements and being in touch with the class if you need to miss a class session.

"Professional" behaviors: To earn points for class participation, you must (1) attend class regularly in proper uniform, and be on time and not leave early; (2) be well-prepared for class by doing all assigned reading and other out-of-class preparations ahead of time; (3) participate voluntarily, actively, intelligently, and constructively in class discussions and during the lab; (4) perform all in-class tasks; (5) apply proper sanitation and food preparation procedures appropriate to the menu; and (6) utilize frequently and actively the materials and facilities needed for your success in this course.

"Unprofessional" behaviors: Behaviors such as the following will result in your losing points for class participation: (1) being absent from or late for class; (2) leaving class early; (3) continually walking out of and coming back into class; (4) not adhering to proper uniform and appearance guidelines; (5) being inattentive to class lectures and lab demonstrations; (6) behaving inappropriately in class (e.g., acting silly; conducting private conversations, utilizing cell phones except when permitted for camera use, other distracting classroom antics such as chewing gum in class; careless treatment of food and equipment; etc.); (7) being impolite, rude, or discourteous to me or to your classmates; (8) not being adequately prepared for class; (9) showing a negative or frivolous attitude toward the course; (10) Not utilizing the materials and facilities provided for your success in the course.

**Other College Policy Statements****Code of Student Conduct:**

[http://bergen.edu/wp-content/uploads/StudentCodeofConduct2016\\_EngVer12062016.pdf](http://bergen.edu/wp-content/uploads/StudentCodeofConduct2016_EngVer12062016.pdf)

**Statement on plagiarism and/or academic dishonesty:**

Please read pages 8 – 9 in the above link. Students are not excused from the penalties for not being aware of or for not having read the policies set forth regarding plagiarism and other forms of academic dishonesty.

**ADA Statement:**

Students who require accommodations in accordance with the Americans with Disabilities Act (ADA) can request these services from the Office of Specialized Services. To learn more about how to apply for services, please visit <http://www.bergen.edu/oss>.

Note: Those who have completed the OSS paperwork and received accommodations during previous semesters might not be automatically eligible in subsequent semesters in every case.

### Student and Faculty Support Services

The Distance Learning Office – for any problems you may have accessing your online courses	Room C-334	Mr. Patrick Simms 201-612-5581 <a href="mailto:psimms@bergen.edu">psimms@bergen.edu</a>
The Tutoring Center	Room L-125	201-879-7489 <a href="http://bergen.edu/current-students/student-support-services/tutoring/tutoring-center/">http://bergen.edu/current-students/student-support-services/tutoring/tutoring-center/</a>
The Writing Center	Room L-125	201-879-7489 <a href="http://bergen.edu/current-students/student-support-services/tutoring/writing-center/">http://bergen.edu/current-students/student-support-services/tutoring/writing-center/</a>
The Online Writing Lab (OWL)	On Line at:	<a href="http://www.bergen.edu/owl">http://www.bergen.edu/owl</a>
Office of Testing Services	Room S-127	201-447-7203 <a href="http://bergen.edu/testing/">http://bergen.edu/testing/</a>
The Office of Specialized Services (For Students with Disabilities)	Room L-115	201-612-5269 <a href="http://www.bergen.edu/oss">http://www.bergen.edu/oss</a>
The Sidney Silverman Library – Reference Desk	Room L-226	201-447-7436 <a href="http://bergen.edu/current-students/student-support-services/library/library-hours/">http://bergen.edu/current-students/student-support-services/library/library-hours/</a>



BERGEN COMMUNITY COLLEGE  
CURRICULUM COMMITTEE

CC/SR# 141-17/18

Curriculum Request Sign-Off Action Sheet

Check one: Course



Program/Option/Certificate/COA



(Instructions: Attach appropriate proposal forms to this cover sheet.)

Current Title: HRM 101 Introduction to Hospitality Management

Proposed Title (if new or seeking modification): \_\_\_\_\_

Date of Action:

3/26/18

Faculty: John Bandman

Department: Hotel and Restaurant Management

Signature: John Bandman

Academic Department Chair: Dr. Pierre LaGuerre

Signature: Pierre LaGuerre DEPARTMENT VOTE TALLY: 4 Yes; 0 No; 0 Abstain

Dean: Dr. Victor Brown

Signature: Victor Brown 3/29/18

Senate Curriculum Auditor (Programs): \_\_\_\_\_

Signature: \_\_\_\_\_

Senate Course Auditor (Courses): Ivan Dalrymple

Signature: Ivan Dalrymple

Curriculum Committee Action: \_\_\_\_\_

Comments: \_\_\_\_\_

VP Academic Affairs Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

General Education Committee Action (if required): \_\_\_\_\_

GEC Chair: \_\_\_\_\_

Senate Action: \_\_\_\_\_

Comments: \_\_\_\_\_

President's Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

Notification to Associate Dean of Curriculum for Board of Trustees Resolution

Board of Trustees' Action (if approval required): \_\_\_\_\_

Notification to Senate Secretary

Notification to Financial Aid

**BERGEN COMMUNITY COLLEGE**  
**CURRICULUM COMMITTEE**

**Course Proposal Form**

CC/SR# 141-17/18

Check one:    Addition \_\_\_\_\_ Modification ☒ Deletion \_\_\_\_\_ Other \_\_\_\_\_

**Current Title:** HRM 101 Introduction to Hospitality Management

**Proposed Title (if new or seeking modification):** \_\_\_\_\_

Send to General Education Committee after Curriculum Committee action? YES ☐ NO ☒

Expected date of implementation upon approval (semester, year): Fall 2018

Date of Action:

3/26/18      Faculty: John Bandman

Department: Hotel and Restaurant Management

Signature: 

Academic Department Chair: Dr. Pierre LaGuerre

Signature: 

Dean: Dr. Victor Brown

Signature: 

4/4/18      Senate Course Auditor: Joan Dalrymple

Signature: 

Attachments required:

If seeking a modification, include the current materials with the proposed materials.

1. List of credits and contact hours [specify lecture and lab hours, if appropriate]
2. List of pre- and co-requisite[s]
3. Catalog description [75 words or less]
4. Course syllabus
5. Rationale which includes:
  - a. Description of need
  - b. A list of requirements of an accrediting agency (if applicable)
  - c. Letters establishing acceptance for transfer credit at other colleges
  - d. Comments of an advisory committee or other appropriate experts/community groups
  - e. Faculty requirements
  - f. Staff requirements
  - g. Library resources, including costs
  - h. Equipment
  - i. Space requirements
  - j. Other resources and costs
6. Provide signed print copies of the proposal forms and email a copy of all materials to Associate Dean of Curriculum, Dr. Ilene Kleinman ([ikleinman@bergen.edu](mailto:ikleinman@bergen.edu))

*Proposals must meet state and local requirements or they will be returned.*

## **HRM 101 Introduction to Hospitality Management**

Curriculum where this course is found:

Program: Hotel and Restaurant Management (HRM)

- AAS Hospitality Management
- Certificate in Hospitality Management

Rationale for the course modification:

This course and syllabus needs a review and revision, notably in regard to up-to-date course content, course description, learning objectives, grading percent breakdown, and week-by-week topics.

The Hotel and Restaurant Management faculty have met, reviewed and collaborated together in this joint effort to bring the topics and content delivery up to date to prepare students for contemporary jobs in various hospitality and foodservice industries. The faculty agreed on the proposed revisions to be presented to the Curriculum Committee, Senate, and Administration.

After having discussions with other faculty in the department and receiving recent advice from advisory board committee members plus industry professionals, we developed a series of course modifications without increasing the number of credits. We focused a great deal on narrowing down the course objectives to 4-5, revising the course description to accurately provide a general overview, restructuring the week-by-week topics and grading percentage, and we reviewed the existing pre-requisites and lecture versus lab hours.

The proposed course modification/syllabus begins on the next page. All proposed changes are marked in red. The proposed syllabus follows the BCC Syllabus Guidelines provided in the Faculty Senate part of the college website. The current syllabus (from Syllabi Central on the college website) appears on the pages that come after the proposed syllabus.



Bergen Community College  
Division of Business, Arts, and Social Sciences  
Department of Business & Hotel/Restaurant Management

**HRM 101 Introduction to Hospitality Management**

Date of Most Recent Syllabus Revision:

Course Typically Offered: Fall \_\_\_ Spring \_\_\_ Summer \_\_\_ **Every Semester** \_\_\_ Other \_\_\_

Syllabus last reviewed by: BCC General Education Committee \_\_\_ Date: \_\_\_

(Most courses need review Ad Hoc Committee on Learning Assessment \_\_\_ Date: \_\_\_

by only one of the following) Curriculum Committee: \_\_\_ Date: \_\_\_

**Basic Information about Course and Instructor**

**Semester and year:**

**Course and Section Number:** Introduction to Hospitality Management HRM 101

**Meeting Times and Locations:**

**Instructor:**

**Email Address:**

**Office Location:**

**Phone:**

**Departmental Secretary:** Linda Karalian, 201-447-7214, [lkaralian@bergen.edu](mailto:lkaralian@bergen.edu)

**Office Hours:**

**Course Description:**

**Official Catalog Course Description**

This course is a study of the fundamental principles of hotel, restaurant, and food service operations. Basic managerial and operating functions prevalent in the industry are considered in conjunction with the various job opportunities available.

**Hours:** Lecture [3.00].

3 credits

**Prerequisites:** None



**Co-requisites:** None

**Cross Listed Courses:** None

### **Student Learning Objectives:**

As a result of meeting the requirements in this course, students will be able to:

1. Discuss tourism, hotel and restaurant business classifications by describing the different types of establishments, ownership, and managed services associated in the industry.
2. Analyze the concepts involving commercial and non-profit food operations;
3. Describe the current trends and challenges faced by the hospitality and tourism industry in the context of global economic, environmental, health and other social concerns.
4. Define the many job responsibilities through the industry;
5. Identify the structure of the major departments found in hotels and restaurants.

### **Means of Assessment**

The major assessment types (means of assessment) utilized in this course are graded participation, tests, assignments, discussions from articles and websites, and other discussion questions as assigned.

### **Course Content**

The course is intended to introduce students to the types of businesses associated with tourism, hospitality, and food service. The course also examines the types of ownership and management as well as various positions in the industry. Further, students are updated with the latest trends in the industry that align with economic, environmental, and other external factors affecting tomorrow's hospitality staff and clientele. Therefore, the course includes the following mandatory components:

1. Identifying major trends in hospitality
2. Examining the types of business ownership associated with different facets of the hospitality industry
3. Daily discussion of topics associated with various aspects of the hotel, tourism, and restaurant industry

### **Course Outline and Calendar**

Week	Date(s)	Topics	Chapters
1		Introduction to Hospitality Management	1
2		Introduction to Tourism	2 & 3
3		Lodging I	4
4		Lodging II	5
5		Restaurants I	8
6		Restaurants II	8
7		Cruises	6
8		Midterm Examination	
9		Managed Services	9
10		Beverages	10

11		Clubs	11
12		Attractions and Theme Parks	12
13		Gaming	13
14		Meetings and Special Events	14 & 15
15		Final Examination	

#### **Notes to Students:**

- 1 – Syllabus may change due to unforeseen circumstances or to take advantage of educational opportunities.
- 2 – Your instructor will update you on assignment questions as well as topics covered on the tests. Please continually log on to Moodle for announcements, reminders and updates.
- 3 – Please log on to Moodle for handouts that are not distributed in hard copy form. Please also check your Bergen Community College e-mails (You may decide to filter your Bergen e-mail into your personal e-mail address).

#### **Special Features of the Course**

The use of learning technologies in the course, as well as excellent internet connection, is necessary to help you succeed in this course and in the industry.

#### **Course Texts and/or Other Study Materials**

##### **Required**

Walker, J. (2019). *Exploring the Hospitality Industry, 4<sup>th</sup> edition*. New York: Pearson.

#### **Grading Policy**

The grading system used for this course will combine the following

Class Participation	20%
Quizzes	20%
Assignments	20%
Midterm Examination	15%
Final Examination	25%
	<hr/>
	100%



**Overall Class Participation (up to 10 performance points)**

Class participation by students (including regular and timely attendance and active engagement in class sessions) is an essential part of this course. I expect you to participate actively and constructively in our class sessions in ways that show respect and courtesy to me and to your classmates. As we proceed through the semester, there will be class discussions on all of the major topics covered in the course. You are required to participate actively in our discussions and other class activities. (You are also free to generate online discussions in the Moodle Forum. Such online discussions are not required. They are completely up to you and other members of the class. Online discussion activity will not affect your grade one way or another.)

"Plus" behaviors: To earn points for class participation, you must (1) attend class regularly and on time and not leave early; (2) be well-prepared for class by doing all assigned reading and other out-of-class assignments ahead of time; (3) participate voluntarily, actively, intelligently, and constructively in class discussions; (4) do all in-class assignments; (5) show a positive and serious attitude toward the course; and (6) utilize frequently and actively the materials and facilities on the Moodle site.

"Minus" behaviors: Behaviors such as the following will result in your losing points for class participation: (1) being absent from or late for class; (2) leaving class early; (3) continually walking out of and coming back into class; (4) sleeping in class; (5) being inattentive to class lectures and discussions; (6) behaving inappropriately in class (e.g., acting silly; conducting private conversations in the back of the room; utilizing cell phones, headphones, and other distracting devices in class; eating, drinking, or chewing gum in class; defacing classroom furniture; etc.); (7) being impolite, rude, or discourteous to me or to your classmates; (8) not being adequately prepared for class; (9) showing a negative or frivolous attitude toward the course; (10) Not utilizing the materials and facilities on the course website.

**Other College Policy Statements****Code of Student Conduct:**

[http://bergen.edu/wp-content/uploads/StudentCodeofConduct2016\\_EngVer12062016.pdf](http://bergen.edu/wp-content/uploads/StudentCodeofConduct2016_EngVer12062016.pdf)

**Statement on plagiarism and/or academic dishonesty:**

Please read pages 8 – 9 in the above link. Students are not excused from the penalties for not being aware of or for not having read the policies set forth regarding plagiarism and other forms of academic dishonesty.

**ADA Statement:**

Students who require accommodations in accordance with the Americans with Disabilities Act (ADA) can request these services from the Office of Specialized Services. To learn more about how to apply for services, please visit <http://www.bergen.edu/oss>.

Note: Those who have completed the OSS paperwork and received accommodations during previous semesters might not be automatically eligible in subsequent semesters in every case.

## Student and Faculty Support Services

The Distance Learning Office – for any problems you may have accessing your online courses	Room C-334	Mr. Patrick Simms 201-612-5581 <a href="mailto:psimms@bergen.edu">psimms@bergen.edu</a>
The Tutoring Center	Room L-125	201-879-7489 <a href="http://bergen.edu/current-students/student-support-services/tutoring/tutoring-center/">http://bergen.edu/current-students/student-support-services/tutoring/tutoring-center/</a>
The Writing Center	Room L-125	201-879-7489 <a href="http://bergen.edu/current-students/student-support-services/tutoring/writing-center/">http://bergen.edu/current-students/student-support-services/tutoring/writing-center/</a>
The Online Writing Lab (OWL)	On Line at:	<a href="http://www.bergen.edu/owl">http://www.bergen.edu/owl</a>
Office of Testing Services	Room S-127	201-447-7203 <a href="http://bergen.edu/testing/">http://bergen.edu/testing/</a>
The Office of Specialized Services (For Students with Disabilities)	Room L-115	201-612-5269 <a href="http://www.bergen.edu/oss">http://www.bergen.edu/oss</a>
The Sidney Silverman Library – Reference Desk	Room L-226	201-447-7436 <a href="http://bergen.edu/current-students/student-support-services/library/library-hours/">http://bergen.edu/current-students/student-support-services/library/library-hours/</a>

**Current Course Description in the BCC Catalog**  
**HRM-101 Introduction to Hospitality Management**

This course is a study of the fundamental principles of hotel, restaurant, and food service operations. Basic managerial and operating functions prevalent in the industry are considered in conjunction with the various job opportunities available. Lecture [3.00].

**Credits**

3

**Current syllabus is on the next pages.**

Current

**BERGEN COMMUNITY COLLEGE**  
**Department of Business, Hotel/Restaurant/Hospitality**

**COURSE OUTLINE**

**COURSE TITLE:**

HRM 101-099WB Introduction to Hospitality Management

**PREREQUISITES:**

NONE

**CREDITS/HOURS:**

3 Credits

**COURSE CLASSIFICATION:**

HRM 101 is a Hospitality core course for the AAS degrees in the Hospitality Management Curriculum Option, Catering and Banquet Management Curriculum Option, Event Planning and Management Option and the Hospitality General Curriculum Option.

**COURSE DESCRIPTION:**

HRM 101 Introduction to Hospitality Management is a study of the fundamental principles of hotel, restaurant and food service operations. Basic managerial and operating functions prevalent in the industry are considered in conjunction with the various job opportunities available.

**TEXTBOOK:** Introduction to Hospitality, John Walker, 6<sup>th</sup> edition 2013, Pearson Publishing.

**COURSE OBJECTIVES:**

Given a textbook, course hand-outs and lecture material the student will:

1. Differentiate between the many types of lodging properties by describing and explaining those differences;
2. Explain the many types of restaurants in the industry by showing example of their operations;
3. Analyze the concepts involving commercial and non-profit food operations;
4. Discover current industry trends by utilizing various trade magazines;
5. Define the many job responsibilities through the industry;
6. Identify the structure of the major departments found in hotels and restaurants.

**NOTE:** In borderline cases, which arise in almost every class each semester, a student's class participation, attitude, and effort will be considered in helping to determine the student's final grade.

### **OTHER COURSE REQUIREMENTS:**

If the student's schedule and the instructor's office hours conflict, an appointment must be made to meet with the instructor at a time which is convenient to both. It is the student's responsibility to discuss any problem he/she may have in this course with the instructor as soon as possible, so that counseling, advice and/or tutoring can be arranged if needed. Students who require accommodations by the Americans with Disabilities Act (ADA) can request support services from the Office of Specialized Services of Bergen Community College, 201-612-5270.

### **OTHER COLLEGE, DIVISIONAL, & DEPARTMENTAL POLICY STATEMENTS**

#### **STUDENT AND FACULTY SUPPORT SERVICES**

The Distance Learning Office – for any problems you may have accessing your online courses Room C-334 201-612-5581 [psimms@bergen.edu](mailto:psimms@bergen.edu). Smarthinking Tutorial Service on Line at: <http://www.bergen.edu/current-students/tutoring/tutoring-center>.

The Tutoring Center Room L-125 (201-447-7908); The Writing Center Room L-125 (201-447-7908); The Online Writing Lab (OWL) on Line at: [www.bergen.edu/owl](http://www.bergen.edu/owl), The Office of Specialized Services (for Students with Disabilities), Room S-131 (201-612-5270); [www.bergen.edu/oss](http://www.bergen.edu/oss). The Sidney Silverman Library – Reference Desk Room L-226 (201-447-7436)

**Special Note on the Tutoring Center** The Henry and Edith Cerullo Learning Assistance Center encompasses the Tutoring Center, the English Language Resource Center, and the Writing Center. The website of the Learning Assistance Center is located at <http://www.bergen.edu/community/bergen-community-college-foundation/naming-opportunities/henry-and-edith-cerullo-learning-assistance-center>

Tutoring services are available for this course in the Tutoring Center. I strongly recommend that you make use of those services as we progress through the semester. As listed above, the Tutoring Center is located in Room L-125, and its phone number is 201-447-7908. You can also make appointments for tutoring online through the BCC Virtual Campus, Click on the link for the "Tutoring Appointment System: <http://www.bergen.edu/ossappointmentrequest>.

**Important College Policies – See the 2016-2017 BCC Catalog.** Withdrawal from Classes and Refunds, Grading, Course Grade Appeal Policy, Academic Integrity and Plagiarism, Class Attendance Policy, Acceptable Use of Information Technology Resources, Clubs, Code of Student Conduct, Alcohol and Drug Policy, Family Education Rights and Privacy Act of 1974, Sexual Harassment Policy, Campus Assault Victim's Bill of Rights, Smoking Policy, and Traffic Regulations.

#### **EVALUATION/GRADING**

Each Review Question Answered Correctly = .97 points (31 X .97) = 30%

Each Internet Exercise Question Answered Correctly = 4 points (15 X 4)= 60%

"Apply your knowledge" Question Answered Correctly = 10 points	<u>10%</u>
Total Grade	100%



**BERGEN COMMUNITY COLLEGE**  
**BUSINESS, HOTEL/RESTAURANT/HOSPITALITY DEPARTMENT**  
**HRM 101-099WB INTRODUCTION TO HOSPITALITY MANAGEMENT**  
**COURSE CALENDAR –FALL, 2016**

WEEK NUMBER	DATE WEEK OF	ASSIGNMENTS
1	9/1 – 9/7	Page 44; Review Questions 1 and 2 Internet Exercises Question 2
2	9/8 – 9/14	Page 87; Review Questions 1 and 2 Internet Exercises Question 2
3	9/15 -9/21	Page 135; Review Questions 1, 2, and 3 Internet Exercises Question 1
4	9/22 -9/28	Page 172; Review Questions 1 and 3 Internet Exercises Question 1
5	9/29 -10/5	Page 215; Review Questions 1, 2 and 3 Internet Exercises Question 1
6	10/6 -10/12	Page 251-253 Review Questions 4 and 5 Internet Exercises Question 2
7	10/13 -10/19	Page 294; Review Questions 1 and 2 Internet Exercises Question 1
8	10/20 -10/26	Page 329; Review Questions 2 and 6 Internet Exercises Question 1
9	10/27 -11/2	Page 372; Review Questions 2 and 3 Internet Exercises Question 1
10	11/3 -11/9	Page 422-424; Review Questions 4 and 5 Internet Exercises Question 1
11	11/10 -11/16	Page 450; Review Questions 1, 2 and 5 Internet Exercises Question 2
12	11/17 -11/23	Page 487-48; Review Questions 2 and 3 Internet -Exercises Question 2
	11/24 -11/30	HAPPY THANKSGIVING – NO ASSIGNMENTS
13	12/1 -12/7	Page 521; Review Questions 1 and 3 Internet Exercises Questions 1 and 2
14	12/8 -12/14	Page 550; Review Questions 2 and 5 Internet Exercises Question 1
15	12/15 -12/21	FINAL EXAMINATION PAGE 550 "APPLY YOUR KNOWLEDGE"

BERGEN COMMUNITY COLLEGE  
CURRICULUM COMMITTEE

CC/SR# 142 - 17/18

Curriculum Request Sign-Off Action Sheet

Check one: Course



Program/Option/Certificate/COA



(Instructions: Attach appropriate proposal forms to this cover sheet.)

Current Title: HRM 102 Food Protection and Safety

Proposed Title (if new or seeking modification): \_\_\_\_\_

Date of Action:

3/26/18

Faculty: John Bandman

Department: Hotel and Restaurant Management

Signature: [Signature]

Academic Department Chair: Dr. Pierre LaGuerre

Signature: [Signature] DEPARTMENT VOTE TALLY: 4 Yes; 0 No; 0 Abstain

Dean: Dr. Victor Brown

Signature: [Signature] 3/27/18

Senate Curriculum Auditor (Programs): \_\_\_\_\_

Signature: \_\_\_\_\_

Senate Course Auditor (Courses): Joan Dalrymple

Signature: [Signature]

Curriculum Committee Action: \_\_\_\_\_

Comments: \_\_\_\_\_

VP Academic Affairs Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

General Education Committee Action (if required): \_\_\_\_\_

GEC Chair: \_\_\_\_\_

Senate Action: \_\_\_\_\_

Comments: \_\_\_\_\_

President's Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

Notification to Associate Dean of Curriculum for Board of Trustees Resolution

Board of Trustees' Action (if approval required): \_\_\_\_\_

Notification to Senate Secretary

Notification to Financial Aid

**BERGEN COMMUNITY COLLEGE**  
**CURRICULUM COMMITTEE**

**Course Proposal Form**

CC/SR# 142-17/18

Check one:    Addition \_\_\_\_\_ Modification ☒ Deletion \_\_\_\_\_ Other \_\_\_\_\_

**Current Title:** HRM 102 Food Protection and Safety

**Proposed Title (if new or seeking modification):** \_\_\_\_\_

Send to General Education Committee after Curriculum Committee action? YES ☐ NO ☒

Expected date of implementation upon approval (semester, year): Fall 2018


Date of Action:

3/26/18    Faculty: John Bandman

Department: Hotel and Restaurant Management

Signature: 

\_\_\_\_ Academic Department Chair: Dr. Pierre LaGuerre

Signature: 

\_\_\_\_ Dean: Dr. Victor Brown

Signature: 

4/4/18    Senate Course Auditor: Joan Dalrymple

Signature: 

Attachments required:

If seeking a modification, include the current materials with the proposed materials.

1. List of credits and contact hours [specify lecture and lab hours, if appropriate]
2. List of pre- and co-requisite[s]
3. Catalog description [75 words or less]
4. Course syllabus
5. Rationale which includes:
  - a. Description of need
  - b. A list of requirements of an accrediting agency (if applicable)
  - c. Letters establishing acceptance for transfer credit at other colleges
  - d. Comments of an advisory committee or other appropriate experts/community groups
  - e. Faculty requirements
  - f. Staff requirements
  - g. Library resources, including costs
  - h. Equipment
  - i. Space requirements
  - j. Other resources and costs
6. Provide signed print copies of the proposal forms and email a copy of all materials to Associate Dean of Curriculum, Dr. Ilene Kleinman ([ikleinman@bergen.edu](mailto:ikleinman@bergen.edu))

*Proposals must meet state and local requirements or they will be returned.*

## **HRM 102 Food Protection and Safety**

Curriculum where this course is found:

Program: Hotel and Restaurant Management (HRM)

- AAS Hospitality Management
- Certificate in Culinary Arts
- Certificate in Hospitality Management
- Certificate of Achievement: Professional Cooking
- Certificate of Achievement: Baking

Rationale for the course modification:

This course and syllabus needs a review and revision, notably in regard to up-to-date course content, course description, learning objectives, grading percent breakdown, and week-by-week topics.

The Hotel and Restaurant Management faculty have met, reviewed and collaborated together in this joint effort to bring the topics and content delivery up to date to prepare students for contemporary jobs in various hospitality and foodservice industries. The faculty agreed on the proposed revisions to be presented to the Curriculum Committee, Senate, and Administration.

After having discussions with other faculty in the department and receiving recent advice from advisory board committee members plus industry professionals, we developed a series of course modifications without increasing the number of credits. We focused a great deal on narrowing down the course objectives to 4-5, revising the course description to accurately provide a general overview, restructuring the week-by-week topics and grading percentage, and we reviewed the existing pre-requisites and lecture versus lab hours.

The proposed course modification/syllabus begins on the next page. All proposed changes are marked in red. The proposed syllabus follows the BCC Syllabus Guidelines provided in the Faculty Senate part of the college website. The current syllabus (from Syllabi Central on the college website) appears on the pages that come after the proposed syllabus.



Bergen Community College  
Division of Business, Arts, and Social Sciences  
Department of Business & Hotel/Restaurant Management

**HRM 102 Food Protection and Safety**

Date of Most Recent Syllabus Revision:

Course Typically Offered: Fall \_\_\_ Spring \_\_\_ Summer \_\_\_ **Every Semester** \_\_\_ Other \_\_\_

Syllabus last reviewed by: BCC General Education Committee \_\_\_ Date: \_\_\_

(Most courses need review Ad Hoc Committee on Learning Assessment \_\_\_ Date: \_\_\_

by only one of the following) **Curriculum Committee:** \_\_\_ Date: \_\_\_

**Basic Information about Course and Instructor**

**Semester and year:** Spring 2018

**Course and Section Number:** Food Protection and Safety HRM 102

**Meeting Times and Locations:**

**Instructor:**

**Email Address:**

**Office Location:**

**Phone:**

**Departmental Secretary:** Linda Karalian, 201-447-7214, [lkaralian@bergen.edu](mailto:lkaralian@bergen.edu)

**Office Hours:**

**Course Description:**

**Official Catalog Course Description**

This course introduces the principles involved in identification and prevention of food contamination; the role of state, federal and local Public Health regulations; accident prevention; and food safety practices and control measures used in various food service operations. This course prepares students to sit the ServSafe Food Protection Manager certification examination.

**Hours:** Lecture [3.00]



3 credits

**Prerequisites:** None

**Co-requisites:** None

**Cross Listed Courses:** None

### **Student Learning Objectives:**

As a result of meeting the requirements in this course, students will be able to:

1. Differentiate between the various types of food-borne illnesses
2. Describe the food preparation procedures and methods used to prevent food-borne disease outbreaks
3. Identify the proper receiving, storage and cooking temperatures
4. Explain the laws and regulation governing the layout and design of commercial kitchens in relation to food safety
5. Identify the proper procedures in cleaning and sanitizing food contact surfaces

### **Means of Assessment**

The major assessment types (means of assessment) utilized in this course are graded participation, tests, discussions from articles and websites, and discussion questions as assigned. There is also a nationally-recognized ServSafe Food Protection Manager Certification examination to be sat in front of a proctor.

### **Course Content**

The course is intended to guide students to identify and apply food safety and sanitation standards in all facets of food handling from receiving to service. It involves identifying temperatures for receiving, storage, food preparation and service. The course also examines the most common food allergens and foodborne illnesses, thereby preparing students to practice safe food handling, cleaning and sanitizing procedures in the foodservice industry. Therefore, the course includes the following mandatory components:

1. Identifying key temperatures to help ensure food wholesomeness and quality
2. Describing proper ways to receive, store, prepare and serve potentially hazardous foods
2. Daily discussion of proper food handling procedures

### **Course Outline and Calendar**

<b>Week</b>	<b>Date(s)</b>	<b>Topics</b>	<b>Chapters</b>
1		Introduction to the Course; Keeping Food Safe	1
2		Understanding the Microworld I	2
3		Understanding the Microworld II	
4		Contamination: Food Allergens, and Foodborne Illness	3
5		The Safe Food Handler	4
6		The Flow of Food: An Introduction	5
7		The Flow of Food: Purchasing, Receiving and Storing	6 & 7
8		The Flow of Food: Preparation	8
9		The Flow of Food: Service	9



10		Food Safety Management Systems	10
11		Safe Facilities and Equipment	11
12		Cleaning and Sanitizing	12
13		Integrated Pest Management; Food Safety Regulation and	13 & 14
14		Staff Food Safety Training	15
15		Final Examination	

#### **Notes to Students:**

- 1 – Syllabus may change due to unforeseen circumstances or to take advantage of educational opportunities.
- 2 – Your instructor will update you on assignment questions as well as topics covered on the tests. Please continually log on to Moodle for announcements, reminders and updates.
- 3 – Please log on to Moodle for handouts that are not distributed in hard copy form. Please also check your Bergen Community College e-mails (You may decide to filter your Bergen e-mail into your personal e-mail address).

#### **Special Features of the Course**

The use of learning technologies in the course, as well as excellent internet connection, is necessary to help you succeed in this course and in the industry.

#### **Course Texts and/or Other Study Materials**

##### **Required**

National Restaurant Association. (2017). *ServSafe coursebook*, 7<sup>th</sup> edition. New York: Pearson.

Note: Scantrons are often sold separately from the textbook.

#### **Grading Policy**

The grading system used for this course will combine the following

Class Participation	10%
Assignments	30%
Tests	40%
Final Examination	20%
	<hr/>
	100%

**Overall Class Participation (up to 10 performance points)**

Class participation by students (including regular and timely attendance and active engagement in class sessions) is an essential part of this course. I expect you to participate actively and constructively in our class sessions in ways that show respect and courtesy to me and to your classmates. As we proceed through the semester, there will be class discussions on all of the major topics covered in the course. You are required to participate actively in our discussions and other class activities. (You are also free to generate online discussions in the Moodle Forum. Such online discussions are not required. They are completely up to you and other members of the class. Online discussion activity will not affect your grade one way or another.)

"Plus" behaviors: To earn points for class participation, you must (1) attend class regularly and on time and not leave early; (2) be well-prepared for class by doing all assigned reading and other out-of-class assignments ahead of time; (3) participate voluntarily, actively, intelligently, and constructively in class discussions; (4) do all in-class assignments; (5) show a positive and serious attitude toward the course; and (6) utilize frequently and actively the materials and facilities on the Moodle site.

"Minus" behaviors: Behaviors such as the following will result in your losing points for class participation: (1) being absent from or late for class; (2) leaving class early; (3) continually walking out of and coming back into class; (4) sleeping in class; (5) being inattentive to class lectures and discussions; (6) behaving inappropriately in class (e.g., acting silly; conducting private conversations in the back of the room; utilizing cell phones, headphones, and other distracting devices in class; eating, drinking, or chewing gum in class; defacing classroom furniture; etc.); (7) being impolite, rude, or discourteous to me or to your classmates; (8) not being adequately prepared for class; (9) showing a negative or frivolous attitude toward the course; (10) Not utilizing the materials and facilities on the course website.

**Other College Policy Statements****Code of Student Conduct:**

[http://bergen.edu/wp-content/uploads/StudentCodeofConduct2016\\_EngVer12062016.pdf](http://bergen.edu/wp-content/uploads/StudentCodeofConduct2016_EngVer12062016.pdf)

**Statement on plagiarism and/or academic dishonesty:**

Please read pages 8 – 9 in the above link. Students are not excused from the penalties for not being aware of or for not having read the policies set forth regarding plagiarism and other forms of academic dishonesty.

**ADA Statement:**

Students who require accommodations in accordance with the Americans with Disabilities Act (ADA) can request these services from the Office of Specialized Services. To learn more about how to apply for services, please visit <http://www.bergen.edu/oss>.

Note: Those who have completed the OSS paperwork and received accommodations during previous semesters might not be automatically eligible in subsequent semesters in every case.

## Student and Faculty Support Services

The Distance Learning Office – for any problems you may have accessing your online courses	Room C-334	Mr. Patrick Simms 201-612-5581 <a href="mailto:psimms@bergen.edu">psimms@bergen.edu</a>
The Tutoring Center	Room L-125	201-879-7489 <a href="http://bergen.edu/current-students/student-support-services/tutoring/tutoring-center/">http://bergen.edu/current-students/student-support-services/tutoring/tutoring-center/</a>
The Writing Center	Room L-125	201-879-7489 <a href="http://bergen.edu/current-students/student-support-services/tutoring/writing-center/">http://bergen.edu/current-students/student-support-services/tutoring/writing-center/</a>
The Online Writing Lab (OWL)	On Line at:	<a href="http://www.bergen.edu/owl">http://www.bergen.edu/owl</a>
Office of Testing Services	Room S-127	201-447-7203 <a href="http://bergen.edu/testing/">http://bergen.edu/testing/</a>
The Office of Specialized Services (For Students with Disabilities)	Room L-115	201-612-5269 <a href="http://www.bergen.edu/oss">http://www.bergen.edu/oss</a>
The Sidney Silverman Library – Reference Desk	Room L-226	201-447-7436 <a href="http://bergen.edu/current-students/student-support-services/library/library-hours/">http://bergen.edu/current-students/student-support-services/library/library-hours/</a>

## **Current Course Description in the BCC Catalog**

### **HRM-102 Food Protection and Safety**

This course introduces the principles involved in identification and prevention of food contamination; the role of state, federal and local Public Health regulations; accident prevention; and the safety practices and control measures used in the various food service operations. Students will take the FDA Food Protection Certification exam as part of the course. Lecture [2.00], Laboratory [2.00].

### **Credits**

3

**Current syllabus is on the next pages.**

Current

**STUDENT COURSE OUTLINE**  
**BERGEN COMMUNITY COLLEGE**  
Business Administration & Technologies Division

SEMESTER : Fall 2010  
INSTRUCTOR: Prof. D.E.Chadwick TELEPHONE: 201 447-7192  
E-MAIL: ProfC48@cs.com  
OFFICE: E-194 OFFICE HRS: HOME PHONE: 201 935-0064

COURSE TITLE HRM-102 Food Protection  
& NUMBER:

CREDITS & HRS: 2 lectures, 2 lab, 3 credits

PREREQUISITE: None

COURSE DESCRIPTION: Food Protection introduces the principles involved in identification and prevention of food contamination; the role of state, federal and local public health regulations; accident prevention and the safety practices and the control measures used in various food service operations. Students will take the ServSafe Food Protection Certification exam as part of the course.

TEXTBOOK: ServSafe, Educational Foundation 2009  
National Restaurant Association

**COURSE OBJECTIVES &  
ASSESSMENT:**

Given a textbook, course hand-outs and lecture material the student will:

1. Differentiate between the specific types of foodborne illnesses
2. Discover the food preparation procedures and methods used to prevent foodborne disease outbreaks
3. Explain the laws and regulation governing the layout and design of commercial kitchens
4. Identify the proper procedures in cleaning and sanitizing food contact surfaces



## COURSE CONTENT:

Week	Subject
#1	Introduction to foodborne illness
#2	Environmental needs of bacteria
#3	Foodborne Diseases – food infections
#4	Foodborne Diseases – food intoxications
#5	Foodborne Diseases- food toxin-mediated infections
#6	Chemical Hazards
#7	Physical Hazards
#8	Food handlers
#9	Food purchasing , receiving, storage
#10	Food preparation and service
#11	Food facilities & equipment
#12	Cleaning & Sanitizing
#13	Commercial dishwashing operations
#14	Pest Control
#15	Federal food service regulations

## TEACHING

TECHNIQUES:	1. Lectures
	2. Video Tapes
	3. Course Hand-outs

EVALUATION & GRADING	Tests 3 @ 33 1/3% = 100%
	Final Exam 33 1/3% optional – 3 highest test grades used
	ServSafe Exam - optional , score will not be used final grade