Title [proposed]: CHM - 110 Basic Biochemistry

Date of Action: 3/9/18

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 Curriculum Auditor (Programs): Joan Dalrymple

Signature: Joan Dalrymple

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:

31 Jan 13
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: 3/9/18

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 [rarvison@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:

<table>
<thead>
<tr>
<th>COURSE TITLE:</th>
<th>CHM 110 Basic Biochemistry</th>
</tr>
</thead>
<tbody>
<tr>
<td>CREDITS/HOURS:</td>
<td>4 credits/6 hours (3 contact hours Lecture; 3 contact hours Lab)</td>
</tr>
<tr>
<td>PRE-REQUISITE:</td>
<td>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.</td>
</tr>
<tr>
<td>COURSE DESCRIPTION:</td>
<td>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.</td>
</tr>
</tbody>
</table>

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

## Chapter 1
- **Sec. 1.2 & 1.4**
  - Chemistry in Our Lives
  - Scientific Method, Key Math Skills for Chemistry

## Chapter 2
- **Sec. 2.4.7**
  - Chemistry and Measurements
  - Review of Problem Solving, Metric System, Significant Figures, Conversion Factors, Density

## Chapter 3
- **Sec. 3.7.8**
  - Matter and Energy
  - Classification of Matter, States of Matter, Temperature, Energy, Energy from Food, Specific Heat, Changes of State

## Chapter 4
- **Sec. 4.7 - Omit Orbital Diagrams**
  - Atoms
  - Symbols, Periodic Table, Structure of the Atom, Atomic Mass, Electron configurations, Periodic Trends, Lewis Structures of Elements

## Chapter 5
- **Sec. 5.9.8 - Omit Limiting Reagent**
  - Ionic and Molecular Compounds
  - Ionic and Covalent Bonding, Writing Formulas and Naming Compounds, Lewis Structures, Electronegativity, Shapes and Polarity of Molecules, Attractive Forces in Compounds

## Chapter 6
- **Sec. 6.8.7 - Omit Gases**
  - Chemical Reactions and Quantities
  - Balancing Equations, Types of Chemical Reactions, Mole and Mass Calculations in Reactions, % yield, Energy in Chemical Reactions

## Chapter 7
- **Sec. 7.9.4 - Omit Chemical Reactions in Solution**
  - Gases
  - Kinetic Molecular Theory, Gas Laws, Optional

## Chapter 8
- **Sec. 8.9.4 - Omit Chemical Reactions in Solution**
  - Solutions
  - Electrolytes, Solubility, Concentration, Colloids, Osmosis, Dialysis

## Chapter 9
- **Sec. 9.10.3 & 10.4**
  - Reaction Rates and Chemical Equilibrium
  - Rates of Reactions, Equilibrium, Le Chatelier’s Principle

## Chapter 10
- **Sec. 10.11.8**
  - Acids and Bases
  - Definitions, Nomenclature, Ionization of Water and pH, Reactions, Buffers

## Chapter 11
- **Sec. 11.13.1 - Omit IUPAC Nomenclature**
  - Introduction to Organic Chemistry: Hydrocarbons
  - Alkanes, Naming Alkanes, Properties, Reactions, Alkenes and Alkynes, Naming Alkenes and Alkynes, Isomers, Addition Reactions, Aromatic Compounds

## Chapter 12
- **Sec. 12.13.1 - Omit IUPAC Nomenclature**
  - Alcohols, Phenols, Thiols and Ethers
  - Properties, Reactions

## Chapter 13
- **Sec. 13.14.1 - Omit IUPAC Nomenclature**
  - Aldehydes, Ketones and Chiral Molecules
  - Aldehydes, Ketones, Properties, Reactions

## Chapter 14
- **Sec. 14.16.1 - Omit IUPAC Nomenclature**
  - Carboxylic Acids and Esters
  - Properties, Reactions
18 Sec. 18.1 - Omit
IUPAC Nomenclature
Sec. 18.4 - Optional
Sec. 18.5 - Omit
IUPAC Nomenclature

15 & Sec. 14.5 & 22.3

Sec. 18.2 - Optional
Sec. 18.4 - Optional
Sec. 18.5 - Omit
IUPAC Nomenclature

19

20 Sec. 20.2 - Optional
Sec. 20.4 - Optional
Sec. 20.6 - Optional

17 Omit Sec. 17.5-17.7

5

21

22 & 23

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:
A. Examination (and quizzes).......... 75%
B. Laboratory work.................... 25%

TOTAL 100%

Evaluation may be modified at the instructor’s discretion.

ADDITIONAL NOTES:
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:


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

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

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

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

Proposed Title (if new or seeking modification):

Date of Action: 3/26/18

Faculty: John Bandman
Department: Hotel and Restaurant Management
Signature: 

Academic Department Chair: Dr. Pierre LaGuerre
Signature: 

DEPARTMENT VOTE TALLY: 4 Yes; 0 No; 0 Abstain

Dean: Dr. Victor Brown
Signature: 

Senate Curriculum Auditor (Programs): 
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

18jan2018
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]

4/1/18

Senate Curriculum Auditor: Joan Dalrymple

Signature: [Signature]

Required attachments vary according to the proposal. Consult with the Associate Dean of Curriculum, Dr. Ilene Kleinman (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)

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

18jan2018
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.

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Elective</td>
<td>3</td>
</tr>
<tr>
<td>HRM 102 Food Protection and Safety</td>
<td>3</td>
</tr>
<tr>
<td>HRM 103 Professional Food Preparation Techniques</td>
<td>3</td>
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<tr>
<td>HRM 106 Menu Planning and Nutrition</td>
<td>1</td>
</tr>
<tr>
<td>HRM 108 Computer Applications for the Hospitality Industry</td>
<td>1</td>
</tr>
<tr>
<td>HRM 110 Introduction to Baking</td>
<td>3</td>
</tr>
<tr>
<td>WRT 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Credit Hours:</strong></td>
<td><strong>17</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Elective</td>
<td>3</td>
</tr>
<tr>
<td>HRM 201 Food and Beverage Cost Control</td>
<td>1</td>
</tr>
<tr>
<td>HRM 202 Quantity Food Production and Services</td>
<td>3</td>
</tr>
<tr>
<td>OR HRM 206 Commercial Restaurant Operation</td>
<td></td>
</tr>
<tr>
<td>HRM 203 Beverage Management</td>
<td>2</td>
</tr>
<tr>
<td>HRM 205 Restaurant Service Management</td>
<td>3</td>
</tr>
<tr>
<td>HRM 212 International Cuisine</td>
<td>3</td>
</tr>
<tr>
<td>OR HRM 2XX American Regional Cuisine</td>
<td></td>
</tr>
<tr>
<td>OR HRM 2XX Asian Cuisine</td>
<td></td>
</tr>
<tr>
<td>HRM 220 Advanced Baking Techniques</td>
<td>3</td>
</tr>
<tr>
<td><strong>Credit Hours:</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

**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:

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

<table>
<thead>
<tr>
<th>Guest Service Representative</th>
<th>Chef or Cook</th>
<th>Bartender</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager: Cafe or Catering</td>
<td>Assistant Manager: Events, Food &amp; Beverage, Food Service, Restaurant</td>
<td>Host</td>
</tr>
</tbody>
</table>

Current Recommended Semester Sequence is on the next page
## General Education Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRT-101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Credit Hours:** 6

## Restricted Program Requirements

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

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

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

**Credit Hours:** 27

## Program Support Requirement:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRT-101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Credit Hours:** 3

**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  

Curriculum Request Sign-Off Action Sheet

Check one: Course ☐ Program/Option/Certificate/COA ☑

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

<table>
<thead>
<tr>
<th>Current Title:</th>
<th>Certificate of Achievement (COA) Professional Cooking</th>
</tr>
</thead>
</table>

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]

4/14/18

Senate Curriculum Auditor (Programs): Joan Dalrymple
Signature: [Signature]

Senate Course Auditor (Courses): __________________________
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

18jan2018
BERGEN COMMUNITY COLLEGE
CURRICULUM COMMITTEE

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:

Academic Department Chair:  Dr. Pierre LaGuerre

Signature:

Dean:  Dr. Victor Brown

Signature:

Senate Curriculum Auditor:  Joan DelRymple

Signature:

Required attachments vary according to the proposal. Consult with the Associate Dean of Curriculum, Dr. Ilene Kleinman (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)

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

18jan2018
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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRM 102</td>
<td>Food Protection and Safety</td>
<td>3</td>
</tr>
<tr>
<td>HRM 103</td>
<td>Professional Food Preparation Techniques</td>
<td>3</td>
</tr>
<tr>
<td>HRM 110</td>
<td>Introduction to Baking</td>
<td>3</td>
</tr>
</tbody>
</table>

Credit Hours: 9

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRM 202</td>
<td>Quantity Food Production and Services</td>
<td>3</td>
</tr>
<tr>
<td>HRM 108</td>
<td>Menu Planning and Nutrition</td>
<td>1</td>
</tr>
<tr>
<td>HRM 203</td>
<td>Beverage Management</td>
<td>2</td>
</tr>
<tr>
<td>HRM 220</td>
<td>Advanced Baking Techniques</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRM-102</td>
<td>Food Protection and Safety</td>
<td>3</td>
</tr>
<tr>
<td>HRM-103</td>
<td>Professional Food Preparation Techniques</td>
<td>3</td>
</tr>
<tr>
<td>HRM-110</td>
<td>Introduction to Baking</td>
<td>3</td>
</tr>
</tbody>
</table>

Credit Hours: 9

Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRM-212</td>
<td>International Cuisine</td>
<td>3</td>
</tr>
<tr>
<td>HRM-213</td>
<td>Classic Gardo-Mangor (Fall Only)</td>
<td>3</td>
</tr>
<tr>
<td>HRM-220</td>
<td>Advanced Baking Techniques</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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:  

Academic Department Chair:  Dr. Pierre LaGuerre
Signature:  

DEPARTMENT VOTE TALLY:  4 Yes; 0 No; 0 Abstain

Dean:  Dr. Victor Brown
Signature:  

Senate Curriculum Auditor (Programs):
Signature:  

Senate Course Auditor (Courses):  Joan Dalrymple
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

18jan2018
Check 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:  3/26/18

Faculty:  John Bandman
Department:  Hotel and Restaurant Management
Signature:  [Signature]

Academic Department Chair:  Dr. Pierre LaGuerre
Signature:  [Signature]

Dean:  Dr. Victor Brown
Signature:  [Signature]

Senate Course Auditor:  Joan Delrymple
Signature:  [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)

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.
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

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

<table>
<thead>
<tr>
<th>Week</th>
<th>Date(s)</th>
<th>Topic</th>
<th>Chapters</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Course Introduction; Cuisine &amp; Culture of Asia</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Regional Cuisine Focus: South Asia I</td>
<td>14</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Regional Cuisine Focus: South Asia II</td>
<td>14</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Regional Cuisine Focus: China I</td>
<td>11</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Regional Cuisine Focus: China II</td>
<td>11</td>
</tr>
<tr>
<td>6</td>
<td>Regional Cuisine Focus: China III</td>
<td>11</td>
<td></td>
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<tr>
<td>----</td>
<td>----------------------------------------</td>
<td>----</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Regional Cuisine Focus: Thailand</td>
<td>13</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Regional Cuisine Focus: Malaysia and Singapore</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Regional Cuisine Focus: Vietnam, Indonesia and the</td>
<td>13</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Regional Cuisine Focus: Japan</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Regional Cuisine Focus: Korea</td>
<td>12</td>
<td></td>
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<tr>
<td>12</td>
<td>Regional Cuisine Focus: Middle East I</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Regional Cuisine Focus: Middle East II</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Final Practical Examination</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Final Written Examination; Regional Essay Presentation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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**


**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%

Total: 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 of 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

<table>
<thead>
<tr>
<th>Code of Student Conduct:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Statement on plagiarism and/or academic dishonesty:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADA Statement:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 <a href="http://www.bergen.edu/oss">http://www.bergen.edu/oss</a>.</td>
</tr>
</tbody>
</table>

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

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

Academic Department Chair: Dr. Pierre LaGuerre
Signature: 

DEPARTMENT VOTE TALLY: 4 Yes; 0 No; 0 Abstain

Dean: Dr. Victor Brown
Signature: 

Senate Curriculum Auditor (Programs):
Signature: 

Senate Course Auditor (Courses): Ivan Dalrymple
Signature: 

Curriculum Committee Action:
Comments:

VP Academic Affairs Signature:
Comments:

General Education Committee Action (if required):
GEC Chair:
Comments:

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
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:

Faculty:  John Bandman

Department:  Hotel and Restaurant Management

Signature:  __________________________

Academic Department Chair:  Dr. Pierre LaGuerre

Signature:  __________________________

Dean:  Dr. Victor Brown

Signature:  __________________________

Senate Course Auditor:  Jean 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)

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

18Jan2018
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.
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
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
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

<table>
<thead>
<tr>
<th>Week</th>
<th>Date(s)</th>
<th>Topics</th>
<th>Chapters</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Introduction to Hospitality Management</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Introduction to Tourism</td>
<td>2 &amp; 3</td>
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<tr>
<td>3</td>
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<td>Lodging I</td>
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<tr>
<td>4</td>
<td></td>
<td>Lodging II</td>
<td>5</td>
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<tr>
<td>5</td>
<td></td>
<td>Restaurants I</td>
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</tr>
<tr>
<td>6</td>
<td></td>
<td>Restaurants II</td>
<td>8</td>
</tr>
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<td></td>
<td>Cruises</td>
<td>6</td>
</tr>
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<td>8</td>
<td></td>
<td>Midterm Examination</td>
<td>9</td>
</tr>
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<td>9</td>
<td></td>
<td>Managed Services</td>
<td>10</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>Beverages</td>
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</tr>
</tbody>
</table>
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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

Grading Policy
The grading system used for this course will combine the following

<table>
<thead>
<tr>
<th>Component</th>
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<tbody>
<tr>
<td>Class Participation</td>
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<tr>
<td>Quizzes</td>
<td>20%</td>
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<td>Assignments</td>
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<td>Midterm Examination</td>
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<td>Final Examination</td>
<td>25%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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# Student and Faculty Support Services

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<th>Contact Information</th>
</tr>
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http://www.bergen.edu/oss |
| The Sidney Silverman Library – Reference Desk | Room L-226 | 201-447-7436  
http://bergen.edu/current-students/student-support-services/library/library-hours/ |
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.
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.

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

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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."

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
Total Grade 100%
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<td>9/1 - 9/7</td>
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<td>9/8 - 9/14</td>
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<td>10/6 -10/12</td>
<td>Page 251-253 Review Questions 4 and 5 Internet Exercises Question 2</td>
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<td>10/20 -10/26</td>
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<td>10/27 -11/2</td>
<td>Page 372; Review Questions 2 and 3 Internet Exercises Question 1</td>
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<td>11/3 -11/9</td>
<td>Page 422-424; Review Questions 4 and 5 Internet Exercises Question 1</td>
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<td>11/17 -11/23</td>
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<td>12/1 -12/7</td>
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<tr>
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<td>12/15 -12/21</td>
<td>FINAL EXAMINATION</td>
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</table>

PAGE 550 "APPLY YOUR KNOWLEDGE"
Check one: Course [✓] Program/Option/Certificate/COA [ ]

(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: __________________

Academic Department Chair: Dr. Pierre LaGuerre
Signature: __________________

DEPARTMENT VOTE TALLY: 4 Yes; 0 No; 0 Abstain

Dean: Dr. Victor Brown
Signature: __________________

Senate Curriculum Auditor (Programs):
Signature: __________________

Senate Course Auditor (Courses): Joan Dalyimpe
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

18jan2018
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: [signature]

Academic Department Chair: Dr. Pierre LaGuerre

Signature: [signature]

Dean: Dr. Victor Brown

Signature: [signature]

4/4/18

Senate Course Auditor: Joan Dalrymple

Signature: [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)

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

18jan2018
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

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

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<tr>
<th>Week</th>
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<td>Understanding the Microworld I</td>
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<tr>
<td>3</td>
<td></td>
<td>Understanding the Microworld II</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Contamination: Food Allergens, and Foodborne Illness</td>
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</tr>
<tr>
<td>5</td>
<td></td>
<td>The Safe Food Handler</td>
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<td>6</td>
<td></td>
<td>The Flow of Food: An Introduction</td>
<td>5</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>The Flow of Food: Purchasing, Receiving and Storing</td>
<td>6 &amp; 7</td>
</tr>
<tr>
<td>8</td>
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<td>The Flow of Food: Preparation</td>
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<tr>
<td>9</td>
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<td>The Flow of Food: Service</td>
<td>9</td>
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</tbody>
</table>
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 | |

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**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.

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**Required**

Note: Scantrons are often sold separately from the textbook.

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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.
# STUDENT COURSE OUTLINE
BERGEN COMMUNITY COLLEGE
Business Administration & Technologies Division

<table>
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<tr>
<th>SEMESTER</th>
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<tbody>
<tr>
<td>INSTRUCTOR:</td>
<td>Prof. D.E.Chadwick</td>
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<tr>
<td>TELEPHONE:</td>
<td>201 447-7192</td>
</tr>
<tr>
<td>E-MAIL:</td>
<td><a href="mailto:ProfC48@cs.com">ProfC48@cs.com</a></td>
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<tr>
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<td>201 935-0064</td>
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</tbody>
</table>

| 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. |

<table>
<thead>
<tr>
<th>TEXTBOOK:</th>
<th>ServSafe, Educational Foundation 2009</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>National Restaurant Association</td>
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</tbody>
</table>

| 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:

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

### 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