



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

HRM 103 Professional Food Preparation Techniques

Date of Most Recent Syllabus Revision: April, 2018

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: Dec., 2017

Basic Information about Course and Instructor

Semester and year:

Course and Section Number: Professional Food Preparation Techniques HRM 103

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 preparation techniques of foods including vegetables, starches, dairy, eggs, fish, soups, sauces, shellfish, poultry, and meats. Knife skills, cooking methods, food presentation, butchering, kitchen organization, recipe conversion, weights and measures, equipment usage, and product evaluation are introduced. Demonstration and practice of

various cooking methods while adhering to safe sanitary food handling procedures will be incorporated daily.

Hours: Lecture [1.00]. Lab [4.00].

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. Describe properties and functions of the basic ingredients used in culinary preparation
2. Identify and properly operate equipment and common culinary hand tools.
3. Demonstrate proper knife handling skills and techniques
4. Prepare and present dishes by using standardized recipes and practicing a variety of cooking methods
5. Practice sanitary food handling techniques when preparing, holding, serving and storing food

Means of Assessment

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

Course Content

Units of this course consist primarily of hands-on preparation of foods, especially suited for both commercial and institutional foodservice operations. Detailed professional preparation methods and techniques, as well as laboratory preparation and presentation of both hot and cold foods, are emphasized. This course serves as an introduction to developing the understanding of the art and science of cooking in a laboratory setting. The course includes the following mandatory components:

1. Identification and comprehension of the various types of cooking ingredients, tools, and measures
2. Daily preparation and production of dishes while adhering to standardized recipes and appropriate cooking methodologies
3. Proper knife handling skills and techniques

Course Outline and Calendar

Week	Date(s)	Topic	Chapters
1		Course Introduction <ul style="list-style-type: none"> • Definition of a Chef and His/Her Role (p. 11) • Professionalism (p. 4-15) • Modern Kitchen Brigade (p. 11) • Definition of Cooking (p. 4) • Food Safety and Sanitation (p. 18-35) • Tool and Equipment Identification (p. 52-75) 	1 – 4
2		Knife Skills (p. 76-89) <ul style="list-style-type: none"> • Knife Skills (p. 76-89) • Knife Cuts 	5
3		Fundamentals of Cooking and Organization <ul style="list-style-type: none"> • Principles of Cooking (p. 160) • Mise en Place (p. 148-159) • Cooking Methods 	8 & 9
4		Vegetable Preparation <ul style="list-style-type: none"> • Vegetable Identification and Preparation (p. 564-623) 	21
5		Potatoes and Grains <ul style="list-style-type: none"> • Potatoes and Grains (p. 624-677) 	22
6		Pastas <ul style="list-style-type: none"> • Pastas (p. 645-677) • Midterm Examination 	22 (Cont'd)
7		Stocks and Sauces <ul style="list-style-type: none"> • Stocks (p. 182-219) • Five Mother Sauces • Beurre Blanc • Mayonnaise (p. 722) 	10
8		Soups <ul style="list-style-type: none"> • Soups (p. 232-269) • Consommé (p. 238) 	11
9		Meat Fabrication and Cookery I <ul style="list-style-type: none"> • Principles of Meat Cookery (p. 270-299) • Beef Cuts, Identification and Preparation (p. 300-325) 	12 & 13
10		Meat Fabrication and Cookery II <ul style="list-style-type: none"> • Veal (p. 326) • Lamb (p. 348-369) 	14 & 15
11		Meat Fabrication and Cookery III <ul style="list-style-type: none"> • Pork (p. 370-391) • Game (p. 448) 	16 & 18

12		Poultry and Dairy Cookery <ul style="list-style-type: none"> • Poultry (p. 392-447) • Dairy Products (p. 130-147) 	7 & 17
13		Seafood Cookery <ul style="list-style-type: none"> • Seafood & Shellfish (p. 462) 	19
14		Final Practical Examination	
15		Final Written Examination & Kitchen Clean-Up	

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

Labensky, K. (2015). On Cooking, 5th Ed. New York: Pearson. ISBN: 978-0-133-45855-8

Grading Policy

The grading system used for this course will combine the following

Attendance	20%
Daily Lab Performance	40%
Classroom Sanitation	20%
Midterm Examination	5%
Final Written Examination	5%
Final Practical 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 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

Code of Student Conduct:

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.