I. INTRODUCTION

A. A study of the fundamental principles of food preparation and cookery to include Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism. Students enrolled in Basic Food Preparation will participate in activities provided with guidance from their instructor.

B. This course, CHEF 1301, Basic Food Preparation, is a required course in the Restaurant & Culinary Management, Culinary Arts and Hotel Management Degree plans. This course is also a required course for the Restaurant Skills Certificate, Culinary Arts Certificate, and the Institutional Food Service Certificate.

C. This course is occupationally related and serves as preparation for jobs in the Hospitality Management Culinary Arts Program.

D. Prerequisites: None

II. LEARNING OUTCOMES

Upon successful completion of this course, Basic Food Preparation, the student will be able to:

A. Name key historical figures responsible for developing food service professionalism. (C5, C6, F1, F2, F5, F6)

B. Explain the organization of classic and modern kitchen brigades. (C5, C6, F1, F2, F5, F6)

C. Understand the attributes a student chef needs to become a professional chef. (C5, C6, F1, F2, F5, F6)
D. Identify the cause of food-borne illness. *(C5, C6, C15-20, F1, F2, F5, F6)*

E. Perform appropriate actions to create and maintain a safe and sanitary working environment. *(C3, C5, C6, C9, C15-20, F1, F2, F5-13, F16)*

F. Identify and recognize a variety of professional kitchen tools and equipment. *(C3, C5, C6, C15-20, F5-12)*

G. Care for and use knives properly. *(C3, C5, C6, C15-20, F5-12)*

H. Use correct cutting techniques to cut foods in a variety of classic shapes. *(C3, C5, C6, C15-20, F5-12)*

I. Identify, recognize and use a variety of herbs, spices, nuts, oils, vinegars, and condiments. *(C3, C5, C6, C15-20, F5-12)*

J. Identify, recognize and use a variety of milk-based products. *(C3, C5, C6, C15-20, F5-12)*

K. Organize and plan your work more efficiently. *(C1, C3, C5, C6, C15-20, F1, F2, F5-13, F16)*

L. Demonstrate an understanding of the basic principles of various cooking methods. *(C3, C5, C6, C15-20, F5-12)*

M. Prepare a variety of stocks and sauces. *(C3, C5, C6, C15-20, F5-12)*

N. Prepare a variety of clear and thick soups. *(C3, C5, C6, C15-20, F5-12)*

O. Apply various cooking methods to meats. *(C3, C5, C6, C15-20, F5-12)*

P. Identify the primal, sub-primal, and fabricated cuts of meat. *(C3, C5, C6, C15-20, F5-12)*

Q. Label the structure and composition of poultry. *(C3, C5, C6, C15-20, F5-12)*

R. Identify a variety of game. *(C3, C5, C6, C15-20, F5-12)*

S. Explain the structure and composition of fish and shellfish. *(C3, C5, C6, C15-20, F5-12)*
T. Prepare a variety of breakfast foods using various cooking methods. (C3, C5, C6, C15-20, F5-12)

U. Identify and prepare a variety of vegetables. (C3, C5, C6, C15-20, F5-12)

V. Identify and prepare a variety of potatoes, grains, and pasta products. (C3, C5, C6, C15-20, F5-12)

W. Describe the basic principles of plate presentation. (C5, C6, C18-20, F7-12)

III. INSTRUCTIONAL MATERIALS

A. The instructional materials identified for this course are viewable through www.ctcd.edu/books

B. Additional references may be required that are available in the Central Texas College library

IV. COURSE REQUIREMENTS

A. Reading Assignments: Read text assignments prior to class and be prepared to discuss the text material, answering instructor questions orally with well-organized thoughts and ideas.

B. Class Attendance: (Refer to CTC Catalog, Page 44, for detailed policy). You are expected to attend each class period, be on time and stay the full class period or be counted absent. You are responsible for all course material missed due to absence. The instructor does not provide class notes for classes missed.

C. Equipment: The following equipment is required for this course
   a. 1 each, long sleeve classic chef jacket
   b. 1 each, black and white check chef pants
   c. 1 each, black and white check chef beanie
   d. 1 each, bib apron
   e. 1 pair black safety shoes
f. 6 Piece Knife set with carry case to include Sharpening Steel, Paring Knife, Boning Knife, Sandwich Knife, French Chef Knife & Narrow Slicer.

g. A fully equipped kitchen furnished with proper tools and equipment is required for this course.

V. EXAMINATIONS

A. There will be three examinations:

   Exam 1 (Mid-Term)
   Exam 2 (Final)
   Exam 3 National Restaurant Association Cooking Exam

B. A student must be present for all examinations. No make-up examinations will be given. Students who know in advance they will be absent from an examination due to valid reasons must arrange to take an early examination. Unexpected absences due to illness or extenuating circumstances will require the student to see the instructor about individual make-up work in lieu of the missed examination.

C. Students without excused absences will be given a zero for the examination missed.

D. This course consists of two major activities--the lecture and the laboratory. The lecture portion meets one hour per day, twice weekly during the 16-week semester. The lab is supervised by the instructor. This laboratory meets 1.5 hours per day, twice a week.

VI. SEMESTER GRADE COMPUTATIONS

Exam 1 (Mid-Term)  200 points  20%
Exam 2 (Final)  200 points  20%
Laboratory (4 @ 100 pts. Ea)  400 points  40%
Quizzes (4 @ 50 pts. Ea.)  200 points  20%

Total Points  1000 points  100%

A. Lab points are awarded on projects as follows: appearance, mise en place, preparation time, sanitation, and presentation.

B. A student must take the final examination to receive a grade for this course.

CHEF 1301
VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM COURSE INSTRUCTOR

A. **Course Withdrawal:** It is the student's responsibility to officially withdraw from a class if circumstances prevent attendance. Any student who desires to, or must, officially withdraw from a course after the first scheduled class meeting must file a Central Texas College Application for Withdrawal (CTC Form 59). The withdrawal form must be signed by the student.

CTC Form 59 will be accepted at any time prior to Friday, the 12th week of classes during the 16-week fall and spring semesters. The deadline for sessions of other lengths is:

- 10-week session: Friday of the 8th week
- 8-week session: Friday of the 6th week
- 5-week session: Friday of the 4th week

The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin.

A student who officially withdraws will be awarded the grade of "W", provided the student's attendance and academic performance is satisfactory at the time of official withdrawal. Students must file a withdrawal application with the College before they may be considered for withdrawal.

A student may not withdraw from a class for which the instructor has previously issued the student a grade of "F" or "FN" for nonattendance.

B. **Administrative Withdrawal:** An administrative withdrawal may be initiated when the student fails to meet College attendance requirements. The instructor will assign the appropriate grade on CTC Form 59 for submission to the registrar.

C. **Incomplete Grade:** The College catalog states, "An incomplete grade may be given in those cases where the student has completed the majority of the course work but, because of personal illness, death in the immediate family, or military orders, the student is unable to complete the requirements for a course..." Prior approval from the instructor is required before the grade of "I" is recorded. A student who merely fails to show for the final examination will receive a zero for the final and an "F" for the course.
D. **Cellular Phones and Electronic Devices:** Cellular phones and electronic devices will be turned off while the student is in the classroom or laboratory.

E. **Americans with Disabilities Act (ADA):** Disability Support Services provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at [www.ctcd.edu/disability-support](http://www.ctcd.edu/disability-support) for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.

F. **Instructor Discretion:** The instructor reserves the right of final decision in course requirements.

G. **Civility:** Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.

H. **Honesty and Integrity:** All students are required and expected to maintain the highest standards of scholastic honesty in the preparation of all course work and during examinations. The following will be considered examples of scholastic dishonesty:

1. **Plagiarism:** The taking of passages from writing of others without giving proper credit to the sources.
2. **Collusion:** Using another’s work as one’s own; or working together with another person in the preparation of work, unless joint preparation is specifically approved in advance by the instructor.
3. **Cheating:** Giving or receiving information on examinations.

Students guilty of scholastic dishonesty will be administratively dropped from the course with a grade of “F” and will be subject to disciplinary action.

I. **Feedback:**

1. **Instructor:** As your instructor I will organize and present the course material in a manner designed to facilitate the learning process. I will evaluate your progress periodically via writing assignments and exams and provide feedback.
on your performance via exam scores, exam critiques, and critique of your writing assignments, etc. I am also available before and after each class period and during office hours to discuss your performance and answer questions.

2. **Student:** As the student you are ultimately responsible for your success in this course. It is your responsibility to attend class regularly, prepare for class by reading assigned text material, participate in class discussions, ask questions when required to improve your understanding, prepare for and complete exams, and complete all other assignments.

VIII. COURSE OUTLINE

A. **Unit One:** Chapters 1-3 Professionalism, Food Safety and Sanitation, and Menus and Recipes.

1. **Unit Objectives:** Upon successful completion of this unit, the student will be able to:
   a. Discuss the development of the modern food service industry.
   b. Name key historical figures responsible for developing food service professionalism.
   c. Explain the organization of classic and modern kitchen brigades.
   d. Summarize the role of the professional chef in modern food service operations.
   e. Paraphrase the attributes a student chef needs to become a professional chef.
   f. Identify the cause of food-borne illness.
   g. Prepare and handle food in a safe manner.
   h. Explain and follow a HACCP system.
   i. Employ appropriate actions to create and maintain a safe and sanitary working environment.
   j. Describe the different types of styles of menus.
   k. Explain the purpose of standardized recipes.
   l. Convert recipe yield amounts.
   m. Describe the need for cost controls in any food service operation.

2. **Learning Activities:**
   a. Classroom lecture and discussion (C5, C6, C9, F1, F5,F6, F8, F11, F12, F15)
   b. Demonstration in kitchen (C5, C6, F5, F6, F11, F12)
   c. Laboratory exercises in kitchen (C1, C3-6, C9-20, F1-17)
3. **Equipment and Materials**: A completely equipped kitchen.

4. **Unit Outline**: Follows the sequence of the unit objectives.

B. **Unit Two**: Chapters 4-9 Preparation (Tools and Equipment, Knife Skills, Flavors and Flavorings, Dairy Products, Mise en Place, Principles of Cooking)

1. **Unit Objectives**: Upon successful completion of this unit, the student will be able to:
   
   a. Use a variety of professional kitchen tools and equipment.
   b. Select and care for knives.
   c. Explain how a professional kitchen is organized
   d. Care for and use knives properly.
   e. Use correct cutting techniques to cut foods in variety of classic shapes
   f. Understand the basic principles of the physiology of the sense of taste and smell
   g. Recognize a variety of herbs, spices, oils, vinegars, wines, and other flavorings.
   h. Identify, store and use a variety of milk-based products
   i. Identify, store and serve a variety of fine cheeses.
   j. Organize and plan your work more efficiently
   k. Identify basic flavoring techniques.
   l. Prepare items needed prior to actual cooking
   m. Setup and use the standard breading procedures
   n. Explain how heat is transferred to foods through conduction, convention and radiation.
   o. Identify how heat affects foods.
   p. Summarize the basic principles of various cooking methods

2. **Learning Activities**:

   a. Classroom lecture and discussion (**C5, C6, C9, F1, F5, F6-8, F11, F12, F15**)
   b. Demonstration in kitchen (**C5, C6, F5, F6, F11, F12**)
   c. Laboratory exercises in kitchen (**C1, C3-6, C9-20, F1-17**)

3. **Equipment and Materials**: A completely equipped kitchen.
4. **Unit Outline**: Follows the sequence of the unit objectives.

C. **Unit Three**: Chapters 10-16, Cooking (Stock and Sauces, Soups, Principles of Meat Cookery, Beef, Veal, Lamb and Pork)

1. **Unit Objectives**: Upon successful completion of this unit, the student will be able to:
   
   a. Prepare a variety of stocks.
   b. Identify and classify sauces.
   c. Use thickening agents properly.
   d. Prepare a variety of classic and modern sauces.
   e. Prepare a variety of clear and thick soups.
   f. Make, garnish and serve soups appropriately.
   g. Explain the structure and composition of meats.
   h. Describe meat inspection and grading practices.
   i. Choose meats appropriate for your needs.
   j. Demonstrate proper storage of meats.
   k. Prepare meats for cooking.
   l. Apply various cooking methods to meats.
   m. Identify the primal, sub-primal and fabricated cuts of beef.
   n. Apply appropriate cooking methods to several common cuts of beef.
   o. Identify the primal, sub-primal and fabricated cuts of veal.
   p. Apply appropriate cooking methods to several common cuts of veal.
   q. Identify the primal, sub-primal and fabricated cuts of lamb.
   r. Apply appropriate cooking methods to several common cuts of lamb.
   s. Identify the primal, sub-primal, and fabricated cuts of pork.
   t. Apply appropriate cooking methods to several cuts of pork.

2. **Learning Activities**:
   
   a. Classroom lecture and discussion (**C5, C6, C9, F1, F5, F6-8, F11, F12, F15**)
   b. Demonstration in kitchen (**C5, C6, F5, F6, F11, F12**)
   c. Laboratory exercises in kitchen (**C1, C3-6, C9-20, F1-17**)

3. **Equipment and Materials**: A completely equipped kitchen.

4. **Unit Outline**: Follows the sequence of the unit objectives.
D. **Unit Four**: Chapters 17-22 & 35 Cooking & Presentation (Poultry, Game, Fish and Shellfish, Eggs and Breakfast, Vegetables, Potatoes, Grains and Pasta, and Plate Presentation)

1. **Unit Objectives**: Upon successful completion of this unit, the student will be able to:

   a. Explain the structure and composition of poultry.
   b. Identify various kinds of classes of poultry.
   c. Describe poultry inspection and grading practice.
   d. Demonstrate proper storage of poultry.
   e. Fabricate poultry using the 8 piece method.
   f. Prepare poultry for cooking.
   g. Apply various cooking methods to poultry.
   h. Identify a variety of game.
   i. Explain game inspection practices.
   j. Choose game appropriate for your needs.
   k. Demonstrate proper storage of game.
   l. Prepare game for cooking.
   m. Explain the structure and composition of fish and shellfish.
   n. Identify a variety of fish and shellfish.
   o. Choose fish and shellfish appropriate for your needs.
   p. Demonstrate proper storage of fish and shellfish.
   q. Prepare fish and shellfish for cooking.
   r. Apply various cooking methods to fish and shellfish.
   s. Explain the composition of eggs.
   t. Choose and store eggs properly.
   u. Apply various cooking methods to eggs.
   v. Identify a variety of vegetables.
   w. Choose vegetables appropriate for your needs.
   x. Demonstrate proper storage of vegetables.
   y. Explain how vegetables are preserved.
   z. Prepare vegetables for cooking or service.
   aa. Apply various cooking methods to vegetables.
   bb. Identify a variety of potatoes.
   cc. Apply various cooking methods to potatoes.
   dd. Identify a variety of grains.
   ee. Apply various cooking methods to grains.
   ff. Identify pasta products.
   gg. Make and prepare fresh pasta.
hh. Explain the basic principles of plate presentation.
ii. Use a variety of techniques to add visual appeal to plated foods.

2. **Learning Activities:**
   a. Classroom lecture and discussion (C5, C6, C9, F1, F5, F6-8, F11, F12, F15)
   b. Demonstration in kitchen (C5, C6, F5, F6, F11, F12)
   c. Laboratory exercises in kitchen (C1, C3-6, C9-20, and F1-17)

3. **Equipment and Materials:** A completely equipped kitchen.

4. **Unit Outline:** Follows the sequence of the unit objectives.