



**Academy of Arts, Careers and Technology (AACT)  
Culinary and Hospitality Academy  
2020/2021  
Culinary 3 Syllabus**

**Total Units of Course Credit**

1 Credit

**Course pre-requisite(s), Co-requisite(s)**

Culinary 1 and Culinary 2

**Mode of Instruction and class meeting time(s) Class meeting will vary based on personal or district schedule!**

**In Person** Class meets face to face, periods 3 and 7 on A and B days for 85 minutes in room 321 and Kitchen 371.

**Hybrid program** will meet in person one day and remotely one day. Students will be expected to complete most classwork and textbook work during remote time, using teams and one note, as to allow for kitchen lab time on in person days.

**Distance learning** will be conducted entirely through teams and one note with some kitchen activity taking place at home with both parent involvement and pictures submitted via teams.

**Instructors Name and Contact Information:**

Fred Wright MCFE, CEC, WCEC, AAC.

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Office location 380 Edison Way Suite 101 RM 373 (inside kitchen) Reno NV 89502

Office hours 6:30am-8:00 and 3:00-3:30 Daily or by appointment

**Course Purpose**

The purpose of Culinary Arts 3, is to train students to apply hands-on skills and knowledge in the food service industry. The program will begin to prepare students for an entry-level position within the culinary industry by reinforcing previously learned topics such as kitchen safety, sanitation, and nutritional concepts. Students will explore menu writing for restaurant concepts. Students will also apply technical skills by operating commercial equipment, preparing various foods and recipes, and performing various managerial roles within the program. Students will be offered an opportunity for a national certification as well as state Culinary endorsement.

This industry is one that makes a \$1,000,000 a minute, with the current and projected growth of tourism and hospitality business. The demand continues to be great for qualified, food and beverage management graduates with motivation, experience and formal education. By examining real life situations related to restaurant operations, the students can make decisions based on knowledge of the theory, rather than being told what to do.

**Course Objectives**

1. Students will be able to explain the history of the foodservice industry and how it effects foodservice today.

2. Students will be able to demonstrate safety and sanitation procedures that follow state and local health regulations in the food preparation area at all times, as well as complete the food handler certification exam with an 80% or higher, and the Serve Safe Manager exam with a 75% or higher.
3. Students will be able to perform safety procedures and practices, including fire prevention and the proper use of Safety Data Sheets (SDS), for the protection of guests and employees at all times in foodservice area.
4. Students will be able to identify, explain the uses and characteristics of, and demonstrate the proper use of various pieces of equipment, cookware, and bakeware.
5. Students will be able to identify various types of knives, their care and uses, as well as demonstrate 8 various industry knife cuts with 100% accuracy.
6. Students will practice proper station set up and mise en place and remain professional at all times while in the kitchen.
7. Students will be able to identify, describe and demonstrate the principles of cooking as applied to grain and starch products including cereals, rice, and pasta.
8. Students will be able to identify, describe and demonstrate the principles of cooking as applied to fruit and vegetable products.
9. Students will be able to identify, describe and demonstrate the principles of cooking as applied to chicken and seafood.
10. Students will be able to describe and demonstrate the dry, moist, and combination cooking methods and their appropriate uses.
11. Students will be able to identify, describe and demonstrate basic baking principles of yeast breads, quick breads and muffins.
12. Students will be able to describe and demonstrate the principles of stocks, and sauces including the 5 mother sauces and demonstrate at least two derivatives of each.
13. Students will be able to read, utilize, change yield and adapt recipes for use in kitchen production.

### **Assignments/Assessments of student learning outcomes**

Culinary arts builds upon itself throughout the educational and employment periods. Student outcomes are expected to be ongoing throughout the class. Much of the assessments are hands on in the kitchen. From sanitation to product assessments. Many assessments will be by observation and product review.

#### **Class assignments**

There will be a series of assignments required in class that will include, required research and textbook material in order to assess comprehension of material.

#### **Kitchen Labs**

Kitchen labs will be graded by a series of rubrics as well as individual evaluation lab forms, for each lab project. Assessments will include safety and sanitation, mise en place, cleanliness of workspace, teamwork, knife skills, time management, use of equipment, and product waste and technique. The lab form will include a copy of the original recipe, a standardized recipe and a self-reflection of the project.

#### **Participation**

Participation in class is a significant part of the education process. From class discussions, demonstrations, kitchen labs, uniform accuracy and cleanliness, and professionalism.

#### **Quizzes and tests**

There will be a series of quizzes and tests throughout the year in order to assess learning beyond the recipe. These will include sanitation certification exams, textbook quizzes, and district mandated final exams.

#### **Grading System**

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The grading system is designed on a point system for individual items in a weighted category by Washoe County School District and Nevada state mandates. Final grades are calculated by category grades.

**Semester 1**

Type	Title	Points available	Grade Percentage
Assignments	Syllabus review and signature	50	15%
	Restaurant Menu	500	
	<b>Total</b>	<b>550</b>	
Participation	10 points per class	900	15%
Labs	12 labs at 100	1200	35%
	12 lab forms at 150	1800	
	<b>Total</b>	<b>3000</b>	
Management	Management position	700	15%
	<b>Total</b>	<b>700</b>	
Final Exam	<b>Written and Practical</b>	<b>300</b>	20%

**Semester 2**

Type	Title	Points available	
Assignments	TBA	300	15%
	<b>Total</b>	<b>300</b>	
Participation	10 points per class	900	15%
Labs	15 labs at 100	1500	35%
	15 lab forms at 150	2250	
	<b>Total</b>	<b>3750</b>	
Management	Management position	700	15%
	<b>Total</b>	<b>700</b>	
Final Exam	Written and Practical	400	20%

**Grading Scale**

90-100%	A
80-89%	B
70-79%	C
60-69%	D
0-59%	F

**Required Textbook**

Online material and Culinary Fundamentals

**Course Outline**

**Unit 1 Nutrition and healthy options**

Basics of nutrition

Nutrients

Carbohydrates

Protein

Lipids

Vitamins and Minerals

Water

The digestive system

Food additives

Healthy diet

Specialty diets

Malnutrition

Making menu items more nutritious

Food preparation techniques

Making Menus Healthful

Modifications in soup sauces and gravies

Reducing excessive fats

Types of produce

## Unit 2 Cost Control

Introduction to cost control

Types of costs

Operating Budgets

Profit and Loss reports

Cost control tools

Controlling food costs

Steps

Determining food cost \$ and %

Establishing standard portion costs

As purchased versus Edible portion

Yield

Portion size

Production volume and cost

Pricing the Menu

Controlling Labor costs

Budgeting labor costs

Scheduling

Controlling quality standards

Purchasing, receiving and storage

Food production and service

Inventory

## Unit 3 Salads and Garnishing

Salads

Ingredients and parts of a salad

Types of salads

Salads and service

Cleaning and storage of

Dressings and dips

Types of dressings

Dips

Garnishes

Why and how

Desserts

Soups

## Unit 4 Breakfast foods and sandwiches

Dairy Products and Eggs

Milk and Milk products

Cheese

Eggs

Breakfast foods

Cakes and Waffles

Meats and Starches

Coffee, Tea and Cocoa

Sandwiches

Basic Kinds of sandwiches

Hot and cold

Components of

Sandwiches stations

## Unit 5 Purchasing and Inventory

Introduction to purchasing

Distribution channels

Goods and services

Buyers

Purchasing decisions

Determining quality standards

Product specifications

Ordering

Food Prices

Managing purchases

Receiving

Storage

Inventory

## Unit 6 Meat, Poultry and Seafood

Meat

Grades of

Cuts

Purchasing and storage

Cooking techniques

Poultry

Grades of

Forms of

Purchasing, fabrication and storage

Cooking techniques

Seafood

Inspection and grade

Purchasing fabrication and storage

Cooking techniques

Charcuterie and Garde Manger

Types of charcuterie

## Unit 7 Marketing

Introduction to marketing

Basic marketing concepts

Marketing plans

SWOT

Marketing Analysis, identity and communication

Research methods

Segmentation

Market identity

Market communication

Sales promotions

Public relations

The menu as a marketing tool

Menu overview

Menu types

Organizing a menu

Creating a menu

Pricing the menu

Analyzing the menu

## Unit 8 Desserts and Baked Goods

Bakeshop basics

Yeast Breads

Quick breads and cakes

Puddings and souffles

Pies Pastries and Cookies



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		<p>Food additives          Healthy diet          Specialty diets          Malnutrition          Making menu items more nutritious          Food preparation techniques          Making Menus Healthful          Modifications in soup sauces and gravies          Reducing excessive fats          Types of produce</p>		<p>Read Chapter 3 by end of next week</p>
	<p>Unit 2          Cost Control</p>	<p>Introduction to cost control          Types of costs          Operating Budgets          Profit and Loss reports          Cost control tools          Controlling food costs          Steps          Determining food cost \$ and %          Establishing standard portion costs          As purchased versus Edible portion          Yield          Portion size          Production volume and cost          Pricing the Menu          Controlling Labor costs          Budgeting labor costs          Scheduling          Controlling quality standards          Purchasing, receiving and storage          Food production and service          Inventory</p>	<p>Unit 1 Quiz           Menu Project work</p>	<p>Read Chapter 4 by end of next week.</p>
	<p>Unit 3          Salads and Garnishing</p>	<p>Salads          Ingredients and parts of a salad          Types of salads</p>	<p>Unit 2 Quiz</p>	

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		<p>Salads and service                  Cleaning and storage of                  Dressings and dips                  Types of dressings                  Dips                  Garnishes</p>		<p>Read                  Chapter 1.1                  and 1.2 by                  end of next                  week.</p>
	<p>Unit 4                  Breakfast                  foods and                  sandwiches</p>	<p>Labor Day no School</p> <p>Dairy Products and Eggs                  Milk and Milk products                  Cheese                  Eggs</p>	<p>Unit 3 Quiz                  Menu project</p>	
	<p>Unit 4                  Breakfast                  foods and                  sandwiches                  (Cont.)</p>	<p>Breakfast foods                  Cakes and Waffles                  Meats and Starches                  Coffee, Tea and Cocoa</p>		<p>Read                  Chapter 1.3                  by end of                  next week</p>
	<p>Unit 4                  Breakfast                  foods and                  sandwiches                  (Cont.)</p>	<p>Sandwiches                  Basic Kinds of                  sandwiches                  Hot and cold                  Components of                  Sandwich stations</p>		<p>Read                  Chapter 5 by                  October 3</p>
	<p><b>Unit 5                  Purchasing                  and                  Inventory</b></p>	<p>Introduction to purchasing                  Distribution channels                  Goods and services                  Buyers                  Purchasing decisions                  Determining quality                  standards                  Product specifications                  Ordering                  Food Prices                  Managing purchases                  Receiving                  Storage                  Inventory</p>	<p>Unit 4 Quiz</p>	

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	<b>Unit 5 Purchasing and Inventory</b>	Introduction to purchasing Distribution channels Goods and services Buyers Purchasing decisions Determining quality standards Product specifications Ordering Food Prices Managing purchases Receiving Storage Inventory	Unit 5 Quiz Menu project due	
		Fall Break	Finish any missing work	
	Restaurant operations	Team and management New Sous Chef lab form New Dining room rules	All late work due for any credit	Server book assignment  Read Chapter 6.1 by end of next week.
	Unit 6 Meat, Poultry and Seafood	Meat Grades of Cuts Purchasing and storage Cooking techniques Nevada Day NO SCHOOL	Restaurant dry run	Read Chapter 6.2 by end of next week.



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	Unit 6 Meat, Poultry and Seafood (CONT.)	Poultry Grades of Forms of Purchasing. fabrication and storage Cooking techniques		Read Chapter 6.3 by end of next week.
	Unit 6 Meat, Poultry and Seafood (CONT.)	Seafood Inspection and grade Purchasing fabrication and storage Cooking techniques		Read Chapter 6.4 by end of next week
	Unit 6 Meat, Poultry and Seafood (CONT.)	Veterans Day no School  Charcuterie and Garde Manger		
		Finals review	Unit 6 Quiz Units 1-6	
		Rotary Senior lunch  Thanksgiving break No school		
		Practical Final Exams	Kitchen cleaned by all, food items appropriately stored and or disposed of.	All late work due by December 10
		Kitchen cleaning for winter break		

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			Kitchen cleaned by all, food items appropriately stored and or disposed of.	
		Written Final School Finals schedule		
		Winter Break No School		
<b>Semester 2</b>				
	Unit 7 Marketing	Introduction to marketing Basic marketing concepts Marketing plans SWOT		Read Chapter 7 by January 21
	Unit 7 Marketing (CONT.)	Marketing Analysis, identity and communication Research methods Segmentation Market identity Market communication Sales promotions Public relations The menu as a marketing tool  Menu overview Menu types Organizing a menu Creating a menu Pricing the menu Analyzing the menu		
	Unit 8 Desserts and Baked Goods	Martin Luther Kind Day  Bakeshop basics Yeast Breads Quick breads and cakes Puddings and souffles Pies Pastries and Cookies Chocolate Specialty Desserts	No School  Unit 7 Quiz  <b>Reading only for review assessed in Baking 1</b>	Read Chapter 8 by next week.
	Unit 9 Sustainability in the Restaurant and foodservice industry	Water conservation Energy conservation Waste Management Recycling	Unit 8 quiz	Students read chapter 9 of their textbooks by next week.

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	Unit 9 Sustainability in the Restaurant and foodservice industry (cont.)	Sustainable food practices Local sourcing Seafood Coffee Animal products		Read Chapter 10 by end of next week
	Unit 10 Global Cuisines	The Americas North America and Mexico Central America and the Caribbean South America	Unit 9 quiz	
	Unit 10 Global Cuisines (CONT.)	Presidents day  North America and Mexico Central America and the Caribbean South America	No School	
	Unit 10 Global Cuisines (CONT.)	North America and Mexico Central America and the Caribbean South America		Read Chapter 11 by next week.
	Unit 10 Global Cuisines (CONT.)	Europe France, Italy, Spain		
	Unit 10 Global Cuisines (CONT.)	Europe France, Italy, Spain		

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	Spring Break No School	Spring Break No School	Spring Break No School	Spring Break No School
	Unit 10 Global Cuisines (CONT.)	Mediterranean Morocco, Greece, and Tunisia  Asia China, Japan and India		
	Unit 10 Global Cuisines (CONT.)	Mediterranean Morocco, Greece, and Tunisia		
	Unit 10 Global Cuisines (CONT.)	Middle East Egypt, Iran and Saudi Arabia		
	Unit 10 Global Cuisines (CONT.)	Middle East Egypt, Iran and Saudi Arabia	Last Restaurant	
	Unit 10 Global Cuisines (CONT.)	Asia China, Japan and India		
	Practical Finals			
	Cleaning	Kitchen cleaning for summer break	Kitchen cleaned by all food items appropriately stored and or disposed of.	Cleaning is part of final exam for final grade.
	Cleaning	Heavy cleaning for summer	Gas turned off. Refers empty	All late work due by May 27
		Memorial Day No School		
	Written Finals	School on written final schedule	Culinary 3 written final schedule TBA	

## **Class Policies**

### **Attendance, Participation, and Attitude:**

Attendance, participation, and a positive attitude are required in this class. In the work world, you are not allowed to be late to work and since we are developing your work skills in culinary, tardiness may not be tolerated. If you are going to be late for class, you may call the teacher in advance to notify him. Attendance in all classes is expected; However, just as in the work world absenteeism occurs; the difference is, you are not paid when you don't work. If you are going to miss a class, you may call the teacher, in advance, to notify them. Notifications can be via e-mail but must be time marked one hour prior to class starting. If you fail to notify the teacher of a late arrival or pending absence, you may not be allowed to make up the work missed unless otherwise excused. Student may earn up to 20 points per class.

- Each tardy may lower your grade 5 points and up to 10 of your daily work points. (participation points)
- Each absence may lower your points and up to 10 of your daily work points. Eight unexcused absences may result in a failing grade. Ten absences of any kind may result in a failing grade
- Each absence results in zero points for your daily work grade (20 participation points) for the day.
- The school may notify your home upon each absence from this class
- Tardiness may affect your daily work point total.
- Students arriving 1-15 minutes tardy may only receive a maximum of half their daily work points for that day. Students arriving later than 15 minutes may lose all daily work points for that day but may not be marked absent.
- Students may make up their work points and participation points, but not their absences through the Culinary make up Extra credit policy.
- When you understand the attendance policy for this class, please have your parents and you sign below and return it to class.

### **Academic Honesty/ Plagiarism Policy:**

AACT's Honest/ Plagiarism Policy may be adhered to in this class. Students in this course, as well as all courses, should be aware of strong sanctions against plagiarism as stated in the current Student Handbook. Plagiarism may result in an automatic "F" in the course work and possible expulsion from AACT. In this context, forms of academic dishonesty include but are not limited to:

1. Cheating on tests, examinations, case studies, and other class work.
2. Involvement in plagiarism (the appropriation of another work and the unacknowledged of that work in one's own written work offered for credit.)
3. Collusion (the unauthorized collaboration with another person in preparing course work.

A written statement of the official policies, procedures, and processes related to Academic Honesty/Plagiarism can be found in the [Student / Parent Handbook](#).

### **Special Accommodations:**

In accordance with the American with Disabilities Act and section 504 of the Rehabilitation Act of 1973, students with a documented disability are eligible for support services and accommodations. Services for students with disabilities are offered through the WCSD. Possible accommodations for disabilities include extended testing time, test- taking in isolation, computer use for test taking, tape recorders in class, study skills counseling and shared note-taking in classes. If a student wishes to request an accommodation in one of his or her classes, the student may call WCSD.

### **In Class Distractions:**

During the program involvement time, the attention of all participants is demanded. Cellular phones and pagers may be turned off unless an emergency call is expected. As for the laptops, PDA's, Smart Phones,

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they can be used for taking notes and for accessing the Internet if you are using it for this class. However, sending e-mails or surfing the web, during class may not be tolerated. Please keep in mind that we are developing your Culinary Management skills and attempting to replicate what takes place in that environment

### **Extra Credit Possibilities:**

Make up in community service

Plus, one area job shadow of choice

Make-up policy

A Culinary student may make up points lost for absences, work in lab, studies, and lost time upon the instructor's pre-approval through either of two methods:

- 1) Complete 3 hours of maintenance in the classroom to make-up 10 points or one 85-minute class.
- 2) Complete 3 hours of instructor pre-approved community service to make-up 10 points or one 85-minute class.

The student must provide the instructor with a letter on letterhead with the name and phone number of the supervisor in charge of the community service event with a brief description of the activity number of hours given and the date of the event. The instructor may have final approval on whether the service was performed is acceptable or not. Make-ups should be turned in at least 2 weeks before each grading period.

### **Late Work:**

All students are expected to adhere to the assignment due dates as outlined in class syllabi and/or given in class. It is highly recommended that students maintain a calendar or day planner to help them manage and balance the workload associated with eight classes, along with extracurricular activities and responsibilities.

Occasionally, a student may not meet an assigned due date. In such cases, work may be accepted, and credit granted based on the following:

- 1) If the student has notified the teacher that his/her work is incomplete at the time it's due, the teacher may agree to accept the work prior to the beginning of the next class period for full credit earned (no deduction of points for lateness).

*Note: The teacher must receive the work prior to the beginning of the instruction of the next class period. Work turned in at the beginning of that period which results in a disruption of new instruction or loss of instructional time may be considered late and be subject to the late work point deduction.*

- 2) Late work may be accepted for reduced credit for three weeks from due date. At the conclusion of the three-week cycle, all assignments due during that period may sunset and, though students are encouraged to complete work to master the subject, no points may be awarded.
- 3) Work received after the due date and after the beginning of the next class period may be accepted, as noted above. Work may be accepted for 50% of earned points.
- 4) Work received after the three weeks has ended may earn no credit.

### *Student Responsibilities*

Students are expected to be aware of assignment due dates for each class and plan their time accordingly in order to complete it by that date. Students who do not understand or need extra help to complete assignments are expected to seek help before the assignment is due.

### *Parent Responsibilities*

Parents are expected to be aware of due dates and support their student in managing his/her time in order to meet them. Parents are expected to regularly monitor progress on Infinite Campus. Parents are expected to encourage and support their student to seek help, when necessary.

## Culinary and Hospitality Policies

1. Be in the classroom in an approved, full, complete, clean, and **pressed uniform**, for that day's activities, before class starts. (On time)
2. Be prepared: In the classroom- Notebook, pen, pencil, paper, etc. In the kitchen – Knives, sharpie pen, thermometer, etc.
3. Pay attention. (No talking, operation equipment, and etc. while I'm speaking to the class.)
4. Know and follow all procedures (Attendance, buy-backs, make-ups, tardiness, Operations of equipment, etc.)
5. All students will conform and follow the sanitation, health, and safety standards. (Hair, **jewelry**, shoes, drinking or eating in a food preparation area, i.e. no glass, etc.)
6. All students will conform to W.C.S.D. and the Culinary Program standards, rules, regulations, and policies. (Including)
  - a. Clean shaven
  - b. Dress Code (Rule #1)
  - d. Not leaving the classroom or lab without permission. (Including cars)
    - e. Not operating any Lab, classroom, or kitchen equipment until they have completed the equipment safety checklist
  - f. No smoking when representing the academy or AACT
  - g. No food taken from the lab kitchen, or classroom without permission.
  - h. No outside food to be eaten in the lab or kitchen, or classroom without permission.
  - i. Keep notes every day
  - j. No radios, phones, cd, ipods, mp3's, etc used without permission.
  - k. Proper language
  - l. Represent the academy and AACT well
  - m. No visible jewelry in lab, kitchen, or dining room.
  - n. Use appropriate web sites.
  - o. No Long, Fake or Painted nails or students must supply & cover w/food gloves.
  - p. Non-natural colored hair is not an industry standard and will not be allowed while serving the public.
7. Be **appropriate**, **respectful**, and **prepared** at all times.
8. All students are responsible for providing their own transportation to and from all field trips unless otherwise stated.
9. The WCSD - AACT Culinary program works hard to ensure that all ingredients are available and on-hand - especially on restaurant days. Situations may arise where something must be obtained from the grocery store. In most cases, the school aide is able to assist. There may be circumstances where a student may need to leave class to run this errand. Please make a note on this form if you do **not** want your child to go to the grocery store.
10. Rules may be changed or added at any time by the instructors.

## Institutional Policies

For more details of the policies at the Academy of Arts, Careers and Technology, or the Washoe County School District view the [Student / Parent handbook](#)