

PROGRAM: ProStart/ Restaurant and Culinary Foundation Year 1

COURSE: 1013 Restaurant and Culinary Foundations, 1014 Restaurant Management Essentials

ELECTIVES: 1015 Hospitality Products & Services, 1016 Food Service Mgmt Practices

CREDITS: Two Credits

PRE-REQUISITES: A desire to learn to cook and work in the food service industry

INSTRUCTOR: Ilyana A. Kano Owens

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MISSION STATEMENT:

The mission of the ProStart program is to give students the opportunity to develop fundamental culinary skills for future careers.

COURSE DESCRIPTION:

Students are introduced to management skills needed for a successful employment in the foodservice industry. ProStart is a foodservice industry-driven curriculum developed by the National Restaurant Association Education Foundation (NRAEF) with input from thousands of foodservice professionals. ProStart curriculum integrates performance-based learning with academics, entrepreneurship, and technology skills to prepare students for successful employment in the 21st Century workforce. This course focuses on the basic preparation and service of safe food, basic introduction to industry safety standards, basic introduction to restaurant equipment, kitchen essentials in knife skills, stocks and sauces, and communication concepts in the restaurant industry. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. This course is also designed to focus management essentials in the restaurant industry, guest service, food production, and career exploration and pursuit.

TEXTS: Foundations of Restaurant Management & Culinary Arts Second Edition Level One

STUDENT LEARNING OBJECTIVES AND GOALS:

The goal of the Boone Career and Technical Center is for student's success and accomplishment of the course objectives. Upon completion of the course, the students will be able to:

- Demonstrate knowledge of the restaurant and foodservice industry, hospitality industry and its history
- Demonstrate knowledge of foodservice career pathways, skills needed for success, career selection, health and wellness, and education opportunities
- Demonstrate knowledge of professional expectations in the industry, work relationship, role in the industry, and how to resign from a position
- Demonstrate knowledge of communication skills
- Demonstrate knowledge of how to begin a career in the hospitality industry, including knowledge of job search, interview, and college and trade school opportunities.

- Demonstrate knowledge of food safety including foodborne illness and its cost, contaminations, allergies, food defense, and US regulation of Food Safety
- Demonstrate knowledge of proper personal hygiene, food handling, effective cleaning, cleaning programs, and pest control.
- Demonstrate knowledge of safe flow of foods, beginning with cross-contamination, time-temperature abuse, purchasing and receiving, storage, preparation and cooking, holding, cooling, and reheating, off-site foodservice, and food safety management system.
- Demonstrate knowledge of risk management including safety and law, OSHA regulations, hazard communication standards, safety audits, emergency plans, and positive work environment
- Demonstrate knowledge of workplace safety procedure such as proper usage of personal protective equipment (PPE), fire hazards, prevention of slips, trips, and falls, and external threats
- Demonstrate knowledge about kitchen basics using foodservice equipment and its maintenance
- Demonstrate knowledge of using knives and smallwares
- Demonstrate performance-based skills required in the restaurant/food service industry such as mise en place, seasoning, preparation, and nutrition labeling.
- Demonstrate ability to complete basic culinary math skills for standardized recipes, measuring and portioning, finding the Edible portion and as purchased amounts, and costing recipes.
- Apply and demonstrate the ability to prepare salads, sandwiches, and pizza
- Demonstrate basic knowledge of stocks, sauces and soups
- Demonstrate basic knowledge of cooking method's three categories: dry-heat, moist heat, and combination cooking
- Demonstrate basic baking skills including baker's percentage, cookies, and quick breads
- Demonstrate knowledge of successful customer relations and people skills by defining service and hospitality, understanding first impressions, understanding guest needs, receiving feedbacks, and resolving customer complaints
- Demonstrate knowledge of front-of-the-house basics with service staff responsibilities, alcohol service, service styles and setups, beverage services, and payment processing.
- Demonstrate understanding of managerial responsibilities, employee expectations, problem solving skills, and leadership skills

ASSESSMENTS, PROJECTS, FUNDRAISERS AND CATERINGS:

Students are strongly encouraged to participate in fundraising activities that help fund extra culinary activities and competition participations. Students are required to participate in two (2) catering events, either during or after school hours, as part of their curriculum and completion of the program. During the events, students are to be properly dress in lab attire, be on time, and work until the instructor deems the event complete. In the instance of an off-site catering, advanced notice of transportation needs must be relayed to the instructor.

BASIC COURSE REQUIREMENTS:

1. Pencil, Black or Blue Ink Pen, Highlighter, and Black Permanent Marker
2. Folder for paperwork and assignment
3. College Rule Notebook
4. Proper attire for lab work, addressed by the instructor

***Participation points will be deducted for failure to bring required materials to class

CREDENTIALS and HONORS:

Food Handlers Card: Given to students who have successfully completed the Food Handlers Card training, presented by Boone County Department of Health. Renewal at 2 years.

West Virginia Welcome: Awarded to students who successfully complete the West Virginia Welcome training and pass the final exam. State-recognized credential for hospitality training.

ServSafe Allergens Certification: The ServSafe Allergens™ online, interactive course drives home critical information your employees and managers need in order to accommodate guests with food allergies. The ServSafe Allergens online course covers such topics as identifying allergens, communication with the guest, preventing cross-contact, food labels and more.

GRADING AND EVALUATIONS:

1. Examinations, quizzes, and written assignments will be given a numerical grade. Assignments for the week are posted on the board and on Schoology and should be written in your planners.
2. Participation in skills labs is required, using correct uniform attire. Students must demonstrate competence in assigned skills and will receive a grade upon completion of each skill.
3. All work will be graded. Must be neat and legible, written in black or blue ink pen or pencil. Must include name, date, class, and Chapter title.
4. Incomplete work will not be accepted. Late work will be lowered by one (1) letter grade for each day that the assignment is late. Schoology may also determine a cut-off date for turning in work.
5. If your work does not meet the criteria above, it will be returned to you for correction. Your final score will be determined by the average of the grades you received for the assignment.
6. Daily attendance and participation in class activities are critical to your success in this course. Students will receive numerical grade for each day.
7. FINAL EXAMINATION: The End of the course exam will be given in May.
8. Tutoring can be available for students who need assistance. Students or parents must contact the instructor, whether email or verbally, in order to set-up a scheduled time.
9. Cheating shall include, but is not limited to:
 - a. Securing or giving assistance during examinations or on required work.
 - b. The improper use of books, notes, workbooks, or other sources of information
 - c. Submitting as one's own work that which is wholly or partially created by another
 - d. Securing all or part of an examination or assignment before it is submitted to the class as a whole or the altering or any grade or academic records
10. If instructor observes cheating on the part of the student, she has the authority to give the student the grade of "F" on the assignment involved in the cheating or a grade of "F" in the course.
11. The instructor has the authority to make beneficial changes in assignments and point values for assignments as situations throughout the course may change.

Grading Scale

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

SPECIAL NEEDS:

If you need accommodations because of a disability, if you have emergency medical information (allergies, medication, etc) or if you need special arrangements in case the building must be evacuated, please notify the instructor immediately

CLASSROOM PROTOCOL:

Instructor understand that the students represent a rich variety of backgrounds and perspectives. The atmosphere provided will be committed to a learning environment that respects diversity and builds on teamwork and community efforts.

TITLE IX ADA 504 NOTICE:

Boone Career & Technical Center (BCTC) does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, disability, age, or marital status in any of its policies, procedures or practices as required by Title IX, Section 504, and ADA regulations. For inquiries concerning Title IX, please contact the BCS Safe Schools Director, Tony Tagliente at 304-369-8276. For inquiries concerning 504/ADA, please contact the Director of Exceptional Education, Mary Knapp, at 304-369-8245. Inquiries may also be submitted in writing to the following Director's at Boone County Schools 69 Avenue B Madison, WV 25130.