



*Culinary Arts I & II
Course Outline*

	Culinary Arts I	Classroom
1	General Orientation	32.5
	<ul style="list-style-type: none"> • Scope of course and standards • History • Career opportunities • Employment skills and standards • Professionalism, attitudes, values, and work ethics • Interpersonal relationships 	
2	Introduction to the Hospitality Industry	10
	<ul style="list-style-type: none"> • History of the hospitality industry <ul style="list-style-type: none"> ➤ Origin of the industry ➤ Growth of the industry ➤ Global trends & sustainability in food industry ➤ What the future holds • Food service establishments <ul style="list-style-type: none"> ➤ Definition: types of service ➤ Classify local examples ➤ Divisions of the house • Careers in the hospitality industry <ul style="list-style-type: none"> ➤ Entry level jobs ➤ Jobs requiring extra training ➤ Jobs requiring advanced degrees • Personal qualifications <ul style="list-style-type: none"> ➤ Work attitudes and self-discipline ➤ Personality and character attributes ➤ Academic skills <ul style="list-style-type: none"> ○ Math in the hospitality industry ○ Written communication ○ Verbal communication • Working with others <ul style="list-style-type: none"> ➤ Responsibility and dependability ➤ Effective use of time ➤ Team approach 	



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3	Safety and Sanitation	45
	<ul style="list-style-type: none"> • Way of life <ul style="list-style-type: none"> ➤ Food-borne illnesses <ul style="list-style-type: none"> ○ Food infections ○ Food intoxication ➤ Conditions for bacterial growth ➤ Temperature control ➤ Preventing harmful bacteria growth • Personal habits <ul style="list-style-type: none"> ➤ Health examination ➤ Positive personal practices/hygiene ➤ Personal practices to avoid ➤ Other good habits to practice • Hand washing procedures • Dish, pot and pan procedures <ul style="list-style-type: none"> ➤ Hand washing ➤ Machine washing ➤ Safety procedures • Care of kitchen procedures <ul style="list-style-type: none"> ➤ Stainless steel ➤ Maintenance procedures ➤ Cleaning schedules • Cleaning compounds and brushes <ul style="list-style-type: none"> ➤ Detergents and sanitizers ➤ Proper glove use ➤ Brushes • Garbage, pest control, and health department regulations • Food handling precautions <ul style="list-style-type: none"> ➤ Meat, poultry, and fish ➤ Raw fruits and vegetables ➤ Eggs ➤ Ready to eat food ➤ Proper control of food allergens • Serving food <ul style="list-style-type: none"> ➤ Care of ice ➤ Handling food for service • Safety in the restaurant <ul style="list-style-type: none"> ➤ Use of small equipment ➤ Accidents common to the food industry ➤ Relationship to downtime, insurance rates, 	



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	<ul style="list-style-type: none"> and income ➤ Accident prevention • Fire prevention • ServSafe ➤ Certification information 	
4	Customer Service	17
	<ul style="list-style-type: none"> • Advertising the menu <ul style="list-style-type: none"> ➤ Answering the telephone ➤ Taking reservations ➤ Taking orders • Setting the table • Greeting the customer <ul style="list-style-type: none"> ➤ Public relations ➤ Customer complaints • Food presentation <ul style="list-style-type: none"> ➤ Table service <ul style="list-style-type: none"> ○ Order taking ○ Preprinted tags ○ Handwritten tags ○ Individual service ➤ Buffet service ➤ Banquet service • Busing the areas • Paying the bill 	
5	Lab Work Areas	10.5
	<ul style="list-style-type: none"> • Stations <ul style="list-style-type: none"> ➤ Cook ➤ Salad person ➤ Baker ➤ Pastry person ➤ Wait staff ➤ Bus person ➤ Housekeeper ➤ Host/Cashier ➤ Supply manager ➤ Dish washer ➤ Cafeteria worker • Persons responsible in each area • Sharing work assignments • Maintaining the area 	



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6	Food Preparation	50
	<ul style="list-style-type: none"> • Utilization of convenience foods <ul style="list-style-type: none"> ➤ Seasonal ➤ Regional • Availability of products <ul style="list-style-type: none"> ➤ Fresh ➤ Frozen ➤ Canned ➤ Dehydrated • Principles of food preparation and cooking techniques <ul style="list-style-type: none"> ➤ Appetizers, hors d'oeuvres and garnishes ➤ Beverages ➤ Sandwiches (hot, cold, standard, fancy) ➤ Salads and dressings ➤ Fruits ➤ Vegetables ➤ Soups, sauces and gravies ➤ Cereal and pasta products ➤ Eggs and egg dishes ➤ Cheeses and cheese dishes ➤ Meats ➤ Seafood ➤ Poultry ➤ Puddings, custards, soufflés, and gelatin, frozen, and fruit desserts ➤ Yeast products ➤ Baked desserts ➤ Frostings, icings and fillings • Recognizing standards of sale ability 	



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7	Introduction to Menu and Formulas/Recipes	25
	<ul style="list-style-type: none"> • Forms and functions <ul style="list-style-type: none"> ➤ Demographics/competition ➤ Types of meals ➤ Types of menus • Building the menu <ul style="list-style-type: none"> ➤ Classical menu ➤ Descriptions ➤ Variety and balance ➤ Kitchen capabilities and availability of foods ➤ Menu accuracy ➤ Nutritional considerations ➤ Setting the price <ul style="list-style-type: none"> ○ Cost ○ Markup ○ Profit ➤ Mathematics on the job <ul style="list-style-type: none"> ○ Daily production reports ○ Reports with double check ○ Cash receipts report ○ Profit and loss statement ○ Expenses and sales • Terminology • Interpreting symbols and procedures • Weighing and measuring <ul style="list-style-type: none"> ➤ Scales: Balance and portion ➤ Volume measures ➤ Temperatures • Ingredients <ul style="list-style-type: none"> ➤ Identification ➤ Availability ➤ Proper usage/preparation ➤ Proper storage • Figuring yield <ul style="list-style-type: none"> ➤ Serving sizes (scoops, weights, ladles, spoons) ➤ Can sizes/package sizes ➤ Recipe adjustment 	



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8	Types of Food Service <ul style="list-style-type: none"> • Bakeries • Catering • Businesses and industries • Health services • Colleges and universities • School food services • Delicatessens • Restaurants 	14.5
9	Integral Leadership Activities (FHA-HERO) <ul style="list-style-type: none"> • Skills needed in leadership roles • Practicing leadership skills • Benefits of teamwork • Practicing participation skills • Business and social etiquette • Responsible citizenship roles • Community involvement • Competitive recognition events <ul style="list-style-type: none"> ➤ Nutrition education ➤ Job application and interview ➤ Commercial food preparation ➤ Culinary arts display ➤ Prepared speech ➤ Consumer education 	20
10	Jobs <ul style="list-style-type: none"> • Job search • What employers look for in a prospective employee • Applications • Information • Legitimate questions • References • Resume and qualifications • Interviews • Working conditions • Environment • Wages <ul style="list-style-type: none"> ➤ W-2 Forms ➤ Deductions ➤ Income taxes 	9.5



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	<ul style="list-style-type: none"> • Benefits <ul style="list-style-type: none"> ➤ Health insurance ➤ Income protection ➤ Workman's Compensation ➤ Vacation 	
11	Owning the Business/Entrepreneurship	22
	<ul style="list-style-type: none"> • Menus for special occasions • Costing and setting prices • Ordering commodities • Packing food and equipment • Transporting food items • Setting up the facility • Serving the customer • Paying the bills • Type of business ownership • Financial records <ul style="list-style-type: none"> ➤ Simple bookkeeping ➤ Requisitions, purchase orders and invoices ➤ Storeroom fundamentals • Financial statements • Depreciation • Payrolls • Labor Costs • Understanding Industry Standards Prime Costs • Loan payments and interest • Employment Business Law • Business Insurance 	
12	Reviewing Career Goals	4
	<ul style="list-style-type: none"> • Self-assessment • Performance evaluations <ul style="list-style-type: none"> ➤ Task analysis ➤ Portfolio presentation • Job retention skills • Employee rights and responsibilities • Wages and taxes 	
	Culinary Arts I - Total Classroom Hours	260
	Culinary Arts I - Optional Total Community Classroom Hours	130
	Culinary Arts I - Total Course Hours	390



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1	Server	90
	<ul style="list-style-type: none"> • Plan the work schedule so supplies are ready at time of service. • Hold and store prepared foods and condiments until needed. • Perform opening, closing and prep work duties. • Demonstrate proper procedures for serving and clearing tables. • Demonstrate proper way for handling flatware, glassware and china. • Portion foods accurately using portioning tools. • Prepare and present checks to customers and accept payment. • Coordinate, finish, and assemble food orders and supplies. • Demonstrate proper food service techniques. • Demonstrate appropriate techniques to complete food and beverage orders. • Demonstrate ability to relay orders to kitchen using manual/automated systems. • Demonstrate suggestive up-selling and answer questions about menu. • Anticipate and respond to customer requests and/or complaints. • Demonstrate proper way for seating and presenting menu to customer. • Demonstrate ability to plate and garnish food attractively. • Describe standard for a setting table. • Describe procedure for clearing a table. • Describe procedure for dispensing dishes, linens, and trash disposal. • Demonstrate procedure for cleaning tables. • Demonstrate procedure for setting and resetting a table. • Describe process to review all customer checks for accuracy. • Demonstrate procedures and equipment use for all sales transactions. • Demonstrate ability to display, sell, order and restock counter items. • Perform tasks and prepare forms to balance receipts. • Demonstrate ability to make and count back change. 	



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2	Baker	80
	<ul style="list-style-type: none"> • Identify bakery items and categorize by type, quality, form and ingredients. • Set up and maintain an assigned work area. • Assemble ingredients, equipment, and supplies. • Measure and weigh ingredients according to recipe specifications. • Prepare icings, fillings and meringues. • Compare/contrast types of flour, shortening, and leavening agents. • Prepare/decorate/display bakery items using appropriate procedures and techniques. • Discuss advantages/disadvantages of scratch vs. convenience products. • Describe/practice time and energy-saving techniques in preparing bakery items. • Use variety of food preparation/baking techniques resulting in consistent product. • Accurately prepare recipes according to directions and procedures. 	
3	Chef/Cook	90
	<ul style="list-style-type: none"> • Identify variety of foods and categorize by type and ingredients. • Set up and maintain an individual work area. • Assemble and prepare ingredients, equipment, tools, and supplies. • Utilize convenience foods as appropriate in food preparation. • Prepare cereal and pasta products, and breads and other baked goods. • Prepare cheese and cheese dishes. • Read and accurately prepare recipes using directions/procedures. • Use variety of food preparation and cooking techniques. • Hold and store prepared foods until needed. • Prepare hot and cold sandwiches. • Prepare salads and salad dressings. • Prepare fruits and vegetables. • Identify, use, and store spices, herbs and extracts properly. • Adjust standard recipes using correct computations to serve more/less persons. • Measure and weigh foods, according to established procedures. • Portion foods accurately during food preparation and service. • Serve food using specified portioning tools. • Prepare soups, sauces and gravies. • Coordinate and assemble food orders. • Plan work schedule so foods are ready at serving time. 	



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	<ul style="list-style-type: none"> • Plate and garnish food attractively. • Practice energy-saving techniques to prepare variety of foods. • Prepare appetizers, hors d'oeuvres, and garnishes. • Prepare eggs and egg dishes. • Prepare beverages, sandwiches, salads and other short orders. • Prepare meats, seafood and poultry. • Prepare pudding, custard, soufflés, gelatin, frozen and fruit desserts. 	
4	Caterer	100
	<ul style="list-style-type: none"> • Design and create menus for special occasions. • Determine and arrange with customer theme, decorations, service style, and tables. • Estimate food, beverage, labor and other costs. • Make work schedule. • Determine staffing needs. • Identify variety of foods and categorize by type and ingredients. • Set up and maintain an individual work area. • Assemble and prepare ingredients, equipment, tools and supplies. • Utilize convenience foods as appropriate in preparing foods. • Prepare cereal and pasta products. • Hold and store prepared foods until needed. • Prepare cheese and cheese dishes. • Read and prepare recipes according to directions/procedures. • Use variety of food preparation and cooking techniques. • Prepare hot and cold sandwiches. • Prepare salads and salad dressings. • Prepare fruits and vegetables. • Identify, use and store, spices, herbs and extracts properly. • Adjust standard recipes using computations to serve more/less persons. • Measure and weigh foods according to established procedures. • Portion foods accurately during food preparation and service. • Prepare soups, sauces and gravies. • Coordinate and assemble food orders. • Plan the work schedule so foods are ready at serving time. • Plate and garnish food attractively. • Practice energy-saving techniques to prepare variety of foods. • Prepare appetizers, hors d'oeuvres and garnishes. • Prepare egg and egg dishes. • Prepare beverages, sandwiches, salads and other short orders. • Prepare meats, seafood and poultry. • Prepare pudding, custard, soufflés, gelatin, frozen and fruit 	



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	<p>desserts.</p> <ul style="list-style-type: none"> • Read order to determine amount/kind of food, beverages and supplies required. • Pack and transport food, beverages, utensils and equipment. • Maintain quality of transported food and beverages. • Unload and deliver food and beverages, utensils and equipment. • Pack and discard trash. • Clean and inspect the facility. 	
	Culinary Arts II - Total Classroom Hours	360
	Culinary Arts II - Optional Total Community Classroom Hours	130
	Culinary Arts II - Total Course Hours	490
	TOTAL COURSE HOURS	880