

KAPI'OLANI COMMUNITY COLLEGE-UNIVERSITY OF HAWAI'I
Food Service and Hospitality Education Department
CULN 150, Fundamentals of Baking Syllabus – Fall 2014

<u>Course No./Code</u> CULN - 150	<u>Course Title</u> Fundamentals of Baking	<u>Credits</u> 5	<u>Lab/Lecture</u> 4 hours lecture, 24hours lab per wk
<u>Semester/Year</u> Fall 2014	<u>Class Location</u> Ohelo 107	<u>Class Times</u> Monday 2:30 PM – 6:20 PM Tues-Fri 2:30 PM – 8:20 PM	
<u>Prerequisites</u> None	<u>Co-requisites</u> FSHE 103	<u>Comments</u> None	
<u>Instructor's Name</u> Gale O'Malley	<u>Office Location</u> Ohia 105	<u>Office Hours</u> Monday 12:noon – 1:00PM Tues-Fri 12:noon – 1:00 PM	
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COURSE DESCRIPTION:

An introduction to the fundamental concepts, skills, and techniques of basic baking. Special emphasis is placed on the study of ingredient functions, product identification, weights, measures, and proper use and maintenance of bakeshop tools and equipment. Students are assigned to stations each day and are required to apply the basic baking concepts and techniques in preparing items such as quick breads, yeast breads, rolled-in dough, pâte à choux, pies, cakes, cookies, puddings and pastry creams.

This course provides students with the opportunity to develop skills and increase knowledge; therefore, evaluations are based on class participation and performance.

COURSE THEMES:

- Teamwork
- Leadership
- Motivation
- Decision making
- Goal setting
- Contingency planning
- Results through effective performance

PROGRAM LEARNING OBJECTIVES (PLO):

Within this course, the following program learning objectives will have been introduced, practiced or demonstrated:

- Safety & sanitation
- Industry standards
- International & classical culinary terms
- Food spoilage & food-borne illness
- Principles of food products
- Identify equipment including commercial baking preparation equipment
- Recipe conversion and modifications

- Standardization of recipes
- Baking/pastry methods
- Seasoning and flavorings
- Heat transfer
- Properties and function of ingredients
- Crusty, soft and specialty yeast products
- Quick breads
- Variety of types of pies and tarts
- Variety of types of cookies
- Cake mixing, panning, baking and makeup techniques
- Basic icings and decorating techniques
- Introduction to laminated dough
- Introduction to pâte à choux pastries
- Basic meringue types
- Variety of dessert sauces
- Principles of egg cookery (creams, custards and puddings)
- Fillings and toppings for pastries and baked goods
- Nutritional concerns as they apply to baking
- Application of mixes and other labor saving products

SKILLS:

- Analyze problem solving/decision making situations
- Apply oral, written and listening skills
- Apply personal organizational skills
- Manage time and activities
- Work within a team environment to successfully set & achieve goals
- Organize ideas to achieve a specific purpose

STUDENT LEARNING OUTCOMES (SLO):

Upon successful completion of this course, students should be able to:

- Describe the responsibilities of an executive pastry chef, pastry cook, and pastry cook's helper
- Adhere to the established departmental daily conduct code
- Demonstrate and apply safe standards for personal hygiene that are practiced in the industry
- Demonstrate and apply safe and sanitary practices in food preparation
- Define and use pastry/baking terms effectively
- Practice organizational skills (mise en place) as part of commercial food preparation training
- Identify, use safely and maintain correctly various pastry and baking equipment and hand tools
- Apply mathematical skills and convert recipes accurately
- Describe the properties and functions of various ingredients
- Demonstrate and apply proper scaling and measuring techniques
- Describe properties and list functions of ingredients
- Define and Describe the steps in the production of yeast-leavened breads.
- Prepare a variety of yeast-leavened breads.
- Evaluate the quality of yeast-leavened breads.
- Define and describe quick-breads and the mixing methods utilized to produce them.
- Prepare and Evaluate the quality of a variety of quick-breads.
- Define and describe the various types of pies and tarts and the mixing methods utilized to produce them.
- Prepare a variety of pies and tarts.
- Evaluate the quality of prepared pies and tarts.
- Define and describe the variety of cookie types and the mixing methods utilized to produce them.
- Produce a variety of types of cookies.
- Evaluate the quality of prepared cookies.
- Define and describe the variety of cake types and the mixing methods utilized to produce them.

- Prepare a variety of cakes.
- Evaluate the quality of prepared cakes.
- Demonstrate basic icing and decorating techniques.
- Evaluate the quality of iced and decorated cakes.
- Define and describe the variety of laminated doughs.
- Explain the process of lamination as it applies to doughs.
- Prepare a variety of laminated dough products.
- Evaluate the quality of prepared laminated dough products.
- Define and describe pate choux, its uses, method of preparation, baking and finishing.
- Prepare a variety of pate choux products.
- Evaluate the quality of prepared pate choux products.
- Define and describe meringues, its various types, uses, and methods of preparation.
- Prepare a variety of meringues.
- Evaluate the quality of prepared meringues.
- Define and describe creams, custards, puddings and related sauces.
- Describe the various types of uses of and preparation methods of various creams, custards, puddings and related sauces.
- Prepare a variety of creams, custards, puddings and related sauces.
- Evaluate the quality of prepared creams, custards, puddings and related sauces.
- Define and describe the various types, uses, and methods of preparation of dessert sauces.
- Prepare a variety of dessert sauces.
- Evaluate the quality of prepared dessert sauces.
- Discuss the application of mixes and other value added products.
- Define and describe a variety of fillings and toppings for pastries and baked goods.
- Discuss methods of preparation and finishing techniques for various fillings and toppings.
- Prepare a variety of fillings and toppings for pastries and baked goods.
- Demonstrate the presentations of baked goods and desserts.
- Evaluate the quality of presentations of baked goods and desserts.
- Discuss nutritional concerns as they apply to baking.
- Discuss recipe modification to create more nutritionally beneficial baked goods and desserts.

ASSESSMENT TASK: (Formative Assessments)

- Written & oral exams
- Quizzes on concepts
- Research paper
- Practical exam on skills & identification
- Attendance & professional standards

ASSESSMENT TASK: (Summative Assessments)

- Final written and practical exams on selected skills

INTENDED LEARNING OUTCOMES:

- Prepares dishes by reading and following standard recipes or ratios, so that the products will be consistent with standards of flavor, color, texture and presentation.

Summative Assessment:

Professional Standards

- Dress code
- Attendance
- Punctuality
- Have the appropriate tools
- Maintain tools

Mise en Place (Physical and Psychological)

- Proper station setup
- Proper ingredients
- Organization of work area
- Organization of task
- Organization of time

Demonstrate Skills and Techniques

- Utilizes proper knife skills
- Select appropriate knives, tools & utensils
- Use knives, tools & utensils safely
- Fabrication
 - Pies
 - Tarts
 - Cakes
 - Doughs
 - Cookies
- Cleanliness and Sanitation
- Waste

Miscellaneous Baking and Pastry Tools & Equipment

- Select, safely utilize and properly maintain the appropriate equipment and tools

Application of Baking Methods

- Uses the proper methods

Safety & Sanitation

- Properly prepares and uses sanitizers
- Avoids cross-contamination
 - Cutting boards
 - Food
 - Knives, tools, utensils, equipment
 - Table tops
 - Towels
 - Hands
- Appropriate use of towels
- Proper clean up of spills
- Proper control of time & temperature

Taste and Texture

- Proper seasoning & flavoring
- Proper baking time
- Proper oven temperature
- Consistency and viscosity

Final Product Presentation

- Proper portioning
- Appropriate garnish
- Eye appeal
- Color
- Balance
- Appropriate sizes and shapes
- Prepared on Time
- Performs tasks to acceptable level of quality & speed
- Performs with minimal supervision

Laboratory Evaluation Chart:

Measures:	Excellent Achievement	A = 4 pts
	Above Average Achievement	B = 3 pts
	Average Achievement	C = 2 pts
	Minimal Passing Achievement	D = 1 pt
	Failure	F = 0 pts

Numerical, Percentage Grade

Proficient, Developing, Absent

Perform professionally in a commercial bake/pastry shop environment

REQUIRED TEXTBOOK:

Gisslen, Wayne: Professional Baking, 6th Edition.

Hoboken, New Jersey: John Wiley & Sons, Inc. 2013.

Supplies:

French Knife 8" or 10 "	Silpat ½ Sheet (silicone baking mat)
Pairing Knife 4" or 5"	Measuring Spoon Set
Vegetable Peeler	Serrated Cake Knife 10"
Digital Read Thermometer	Microplane Grater
3-ring Binder/20-Plastic sheet protectors	Pen or Pencil and Notebook
Two sets Pastry Tubes (plain/stars)	Offset cake Spatula 8" or 10"
Straight Cake Spatula 8" or 10"	Digital scale
Set of Biscuit cutters (round) reversible plain edge/serated edge)	

- Suggested vendors include BED, BATH and BEYOND
- COMPLETE KITCHEN
- MID-CITY RESTAURANT SUPPLY
- Y HATA
- FLORADEC
- EXECUTIVE CHEF

Uniform:

Chef's Hat	Black and White Checkered Pants
Scarf	Non-Skid Black Shoes
Chef's Jacket	Name Tag or name embroidered on left side of jacket
Apron	Socks; black or white

Uniform and supplies are required the first day of the course.

KAPI'OLANI COMMUNITY COLLEGE – UNIVERSITY OF HAWAII
FOOD SERVICE DEPARTMENT
PASTRY ARTS DIVISION

Daily Evaluation

Revised 8/15/2013

Student: _____ Course: CULN # _____ Date: _____

Day																				
Date																				
Lecture period: Is attentive and participates actively. Textbook and notebook on hand..																				
Personal hygiene: Follows KCC standards of grooming and dress code. Reports in complete clean uniform.																				
Critical thinking: Adapts very quickly to assigned task. Demonstrates situational awareness.																				
Clean area: Maintains clean working area during & after completion of task to meet safety and sanitation requirements.																				
Storing food: Write date, product, student /group. Wrapped if required. Clean and organized storage area.																				
Prep work: Recipes & checklist on hand. Working area, equipment, ingredients & tools organized for the assignment.																				
Execution: Follows the required step by step procedure/method for any given assignment.																				
Time management: Utilizes time efficiently and can perform task in allotted time with minimum supervision.																				
Team work assignments: Respect team work concept. Be courteous & cooperative.																				
Cleaning task: Participates actively in cleaning and sanitizing the laboratories. Follows required cleaning checklist.																				
Lecture and laboratory points																				
Point deductions (Tardiness)																				
Total points attained per day																				

Scale of Points: Lecture & Laboratory	Tardiness: Point Deductions
4 points = Excellent Achievements	Reporting late for class: -1 point for each minute late
3 points = Above Average Achievements	No call or show: -40 points
2 points = Average Achievements	Message or e-mail before class begins: -30 points
1 point = Below Average Achievements	Misuse of technological device per incident: -20 points
0 point = Failure	Uniform violation per incident: -10 points

Daily Evaluation:

Work Habits Definition:

Refers to quality of work and attitude. Includes planning, thoroughness, speed, accuracy, showing initiative and anxiousness to learn. This also includes having recipes and notes on hand, having the station clean, storing foods properly, the ability to follow through with recipes/procedures, and proper use of equipment / tools.

Excellent Achievement (4 points)

- * Can perform this task to acceptable level of quality with more than average speed and with minimum supervision. Be able to lead others in performing this task.
- * Seeks and recognizes work to be done. Motivated and always where assigned.

Above Average Achievement (3 points)

- * Can perform this task to acceptable level of quality satisfactorily with more than average speed and quality. Be able to perform with moderate supervision.
- * Seeks and recognizes work to be done. Motivated and always where assigned.

Average Achievement (2 points)

- * Can perform this task to acceptable level of quality with assistance and / or supervision within time period allocated. Generally motivated and reliable.

Minimal Passing Achievement (1 point)

- * Can perform this task, but not without constant supervision and assistance. Follows some directions. Sometimes motivated. Makes more than average errors.

Failure (0 points)

- * Cannot perform this task to acceptable level of quality satisfactorily within time period allowed without constant supervision and assistance. Make more than average errors.

Teamwork Definition:

- Refers to relationship with classmates, especially with assigned partner. It includes courtesy, acceptance of supervision and correction from instructor, and working together with partner on all assignments.

Excellent Achievement (4 points)

- * Consistently demonstrates leadership and is always courteous to classmates and instructor.
- * Exceptionally cooperative and excellent interaction with peers and instructor.

Above Average Achievement (3 points)

- * Is always courteous and respectful to classmates and instructor.
- * Performs all tasks with partner.
- * Seeks and accepts input from classmates and instructor.

Average Achievement (2 points)

- * Is courteous and respectful to classmates and instructor.
- * Performs most tasks with classmates or partner.
- * Is generally cooperative.
- * Accepts input from classmates and instructor.

Minimal Passing Achievement (1 point)

- * Displays lack of courtesy and respect for classmates and / or instructor.
- * Makes excuses to leave work area.
- * Rejects input from classmates and/or instructor.

Failure (0 points)

- * Displays lack of courtesy and respect for classmates and instructor.
- * Leaves work area without explanation.
- * Is uncooperative.

Class starts promptly each day:

Absenteeism and tardiness will not be tolerated and will affect the outcome of your final grade. See the point deductions at the end of the syllabus.

Attendance (absences or tardiness):

Students with four or more unexcused absences will be encouraged by the instructor to withdraw, since this is primarily a “hands-on” laboratory course. Therefore, it is extremely difficult to make up for the lost hours.

The student must attend class regularly for group assignments, class discussions and lectures. If for any reason, you cannot attend class, be sure you contacting the instructor or a classmate to obtain the daily assignment. Make-up lectures and demos will not be provided.

Leaving early:

Should you need to leave class early for any reason, you must notify instructor at least one day ahead (unless the sickness occurs during class time), otherwise **twenty (20) points** will be deducted.

Quizzes, homework and reflections:

Assignments will be given during the course at the instructor’s discretion. They may be announced or unannounced. **Weekly reflections are due either in hard copy or by email every Monday at 8:00am throughout the module.** Quizzes or homework assignments **will be marked down 50% if one day late.** If assignments are two days late, **they will not be accepted.**

Grading Criteria:

For attendance, lecture and laboratory appraisals, a maximum of 40 points will be awarded on a daily basis. The total points in this category will constitute **60% of the final grade.**

Quizzes/homework/ weekly reflections and final written exam will constitute **20% of the final grade.**

Final Practical Exam will constitute **20% of the final grade.**

Grading Scale:

A = Excellent Achievement	90% and above of the total maximum points
B = Above Average Achievement	80-89% of the total maximum points
C = Average Achievement	70-79% of the total maximum points
D = Minimal Passing Achievement	60-69% of the total maximum points
F = Failure	59% and below of the total maximum points

Maximum points=total of (a) and (b):

(a) 40 points (Attendance, Lecture and Laboratory) x actual class days in the module

(b) Total points of Quizzes / Homework / Final Exam given in the module

Grading System:

a) Attendance, Lecture and Laboratory	=60% of the final grade
b) Quizzes/Homework/Final Exam	=20% of the final grade
c) Final Practical Exam	=20% of the final grade
d) Final Grade (a+b+c)	=100%

Disability access

Extended time in a distraction-free environment is an appropriate accommodation based on a student's disability. If you do have a disability and have not disclosed the nature of your disability and the support you need, you are invited to contact the **Disability Support** Services Office, 734-9552, 'Ilima 103.

These and all other course materials are available in alternative formats.

UH Policy on email communication

The electronic communications policy adopted in December 2005 establishes the University of Hawai'i Internet service as an official medium for communication among students, faculty, and staff. Every member of the system has a hawaii.edu address, and the associated username and password provide access to essential Web announcements and email. You are hereby informed of the need to regularly log in to UH email and Web services for announcements and personal mail. Failing to do so will mean missing critical information from academic and program advisors, instructors, registration and business office staff, classmates, student organizations, and others.

Dropping Class:

If for any reason you cannot complete this course, do not just disappear, you should officially withdraw from the class by the deadline. That saves you from receiving a permanent "F". The instructor cannot drop you from the class without your permission. Students who have stopped attending class must first obtain the Add/Drop form at Ilima 102, and file the completed form at Ilima 102 by the withdrawal deadline.

Student's Responsibilities:

1. **Be in complete uniform for each class session.**
2. Attend class regularly.
3. Complete chapter-reading assignments ahead of time. Oral or written quizzes are given after each chapter announced or by instructor's choice.
4. Complete homework assignments on time.
5. Complete uniform must be worn at all the times during lecture and laboratory class. There will be mandatory daily checks for compliance to uniform and grooming standards.
6. **NO** student will leave the classroom without the instructor's permission.
7. If unable to attend class, notify instructor in advance.
8. The student shall bring on a daily basis the following items to class: Textbook, notebook, pencil or pen, knives and recommended hand tools.
9. **NO** food will be eaten during lecture and laboratory class, unless authorized by the instructor.
10. **NO** chewing of gum and candies will be allowed during lecture and laboratory class.
11. Dinner breaks will be confined to the classroom/cafeteria only.
12. **No** caps or sunglasses are allowed during lecture and laboratory sessions.
13. You must comply with the Food Service & Hospitality Education Department's Dress Code and Personal Grooming Standards.
14. You are responsible for completing the project assigned. If you have difficulty in doing so, let the instructor know as soon as possible.
15. Go to your instructor's office hours when you first have difficulties, do not wait until the problems become insurmountable.
16. Form a study group with other students. You will not only learn from each other, but you will learn by teaching each other.

Important Dates:

Check with your instructor for additional important dates and upcoming special functions

CULINARY ARTS PROGRAM

The following are the minimum expectations in regards to both health and physical fitness that will normally be required of our students and of professionals within the industry:

- **Health Requirements**

You should be in good physical and mental health. If you have a medical condition, you are strongly advised to discuss your concerns with your doctor. All students are required to obtain a tuberculosis test and proof of MMR inoculation prior to acceptance into the college. Students are strongly urged to obtain vaccination against Hepatitis B prior to the practical component of this program.

- **Physical Fitness**

Commercial culinary operations requires that you be in good physical condition, have the ability to move quickly, the ability to bend, the ability to lift at least 30 pounds, and the ability to stand for long periods of time. Good eye-hand coordination and manual dexterity are skills required for the successful completion of this program.

Student Responsibilities:

In instructional activities, students are responsible for meeting all of the instructor's attendance and assignment requirements. Failure to do so may affect their final grade. In all college-related activities, including instruction, they must abide by the college's codes and regulations, refraining from behavior that interferes with the rights and safety of others in the learning environment. Finally, if they decide to file a grievance, they are fully responsible for providing proof that they have been wronged.

WARNING and NOTIFICATION of HAZARDS and RISKS

All occupations within the Culinary and Pastry Arts Profession have inherent risks that prospective students should be aware of. The purpose of this Warning of Hazards and Risks is to bring students' (parents') attention to the existence of potential dangers, to aid them in making an informed decision concerning participation in the program, and in signing the Assumption of Risk and Release of Liability Waiver form.

Occupational hazards for the field of culinary/pastry arts include, but are not limited to:

- cuts and abrasions due to handling sharp objects
- slips and Springs due to wet, slippery or uneven floors
- strained muscles and backs due to lifting of heavy objects
- exposure to foods that one may be allergic to
- exposure to hazardous cleaning chemicals
- accidental injury in an internship or practicum experience or en route to or from an internship or practicum experience
- injury or illness that can affect one's personal health or the health of an unborn child
- scalding and burns that may result in permanent disfigurement, disability or death

An injury or illness can impair one's general physical and/or mental health and may hinder one's future ability to earn a living, engage in business, social, or recreational activities, or generally impair one's ability to enjoy life. There may also be risk of injury, illness, or death resulting from causes not specified in the WARNING and NOTIFICATION of HAZARDS and RISKS.

In addition to acknowledging hazards and risks, the applicant must take responsibility regarding matters of safety involving self and others. After receiving instruction, students will be expected to demonstrate safety practices. Students must inform appropriate faculty of any relevant personal medical condition that might be hazardous or risky to self or others. A student may be required to submit permission from his/her personal physician to participate in culinary/pastry arts education activities. **The student is responsible for obtaining his/her own health insurance.** The student must also purchase his/her own liability insurance if one is required by a practicum or internship site.

Upon entering Kapi`olani Community College's Culinary/Pastry Arts program, the student will be required to sign an Assumption of Risk and Release of Liability Waiver.

Upon reading this document, please sign the "Assumption of Risk and Release Waiver" and the "Acknowledgement of Compliance to Program Standards".

Tardiness: Point Deductions

“Lecture and Laboratory points” for the day”

Revised January 2011

Attendance:

1. Any student who reports late for class will be deducted **1** point for each minute.

Example: Reporting **10** minutes late for class: **10** points deduction.

2. Any student who does not call or attend class: **40** points deduction per incident.
3. E-mail or message an absence before class: **30** points deduction per incident.
4. Uniform violation/not complete in uniform: **10** points deduction per incident.

Some credit may be given for EMERGENCIES at instructor’s discretion.

5. Lack of parking or traffic conditions are not valid excuses.
6. Students must validate absences of **2** days or more by submitting an original doctor’s note or official documentation.

Please note that these deductions will be enforced. Your attendance affects not only your grade, but the operations of the class. As in the workplace, you have a responsibility to yourself and others to show up, or give advance notification if you cannot be there.

Technological Devices:

1. The use of cellular telephones, the use of iPods, CD players and other music devices, and the use of any handheld electronic games devices is strictly prohibited. All items must be turned off and stored away. Devices may be used only during break times and out of the classroom laboratory areas. **20** points will be deducted per incident.
2. Any use of other technological devices that may disrupt the instructors or students will result in **20** points deduction.

In other words, when you enter the classroom/laboratory areas, come prepared to learn and work. Items that may be construed as distractions will not be tolerated.

Print Name

Date

Signature