

GUAM COMMUNITY COLLEGE/  
SIMON SANCHEZ HIGH SCHOOL  
ProStart 3  
CTTT075

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TERM: School Year 2016-2017  
LOCATION: ROOM: 301

TEXTS: FOUNDATIONS OF RESTAURANT MANAGEMENT  
& CULINARY ARTS, LEVEL ONE AND TWO  
NATIONAL RESTAURANT ASSOCIATION  
ISBN 13:978-0-13-138101-8  
ISBN 10: 0-13-138101-6

Required Supplies: Calculator, pens (blue, black, red), sheet  
protectors,papers

COURSE DESCRIPTION:

This is a capstone course focusing on advanced food production, restaurant operation, and global cuisine. Students will gain an understanding of purchasing, receiving, and storing practices in quality foodservice operations and marketing of menus and services. Students will demonstrate, with greater than 80% proficiency, the knowledge and skills in developing and pricing menu items. Students vying for the NRAEF Certificate of Achievement must complete the required hours of work experience in the foodservice industry.

COURSE OBJECTIVES:

The objective of this course is to further advance students' conceptual and technical skills in foodservice management. Students will be introduced to business math, cost control, standard accounting, menu marketing, tourism and the retail industry.

COURSE PREREQUISITE:

Students taking this course must have successfully completed CTTT 055 ProStart 1 and CTTT 065 ProStart 2.

STUDENT LEARNING OUTCOMES: At the end of the course, students will

1. Describe proper purchasing, receiving, and storing practices in quality foodservice operations;
2. Demonstrate how to calculate recipe ingredients costs, total recipe costs, and meal costs;
3. Demonstrate how to calculate and set menu item prices;
4. Demonstrate how to write menu descriptions using descriptive terminology to design attractive and informative menus.

**EVALUATION:**

Students will be graded based on successful completion of the following grade system:

Class assignments/homework	25%
Assessment of Work Ethic	25%
Quizzes and Tests	25%
Course Project/Kitchen Lab	25%
TOTAL	100%

Grading scale:	A= 90-100 %
	B= 80-89%
	C=70-79%
	D=60-69%
	F=59-below

**Note: If you need a certain grade in this course to maintain or increase your grade point average, you must put the appropriate amount of effort into the class requirements to earn that grade.**

**Teaching Methodologies:**

1. Class discussion
2. Case Studies
3. Homework problems
4. Assigned Readings
5. Instructor presentations
6. Course Project

**COURSE REQUIREMENTS**

All course requirements must be completed -- **they are not optional**. Students who do not complete all requirements will receive a grade of "F".

## CLASS ASSIGNMENTS/HOMEWORK:

In-class and homework assignments will be given on a regular basis and must be submitted when due, unless prior arrangements have been made with the instructor.

## ASSESSMENT OF WORK ETHIC

Part of your grade is an assessment of your work ethic. Having a good work ethic means you are dedicated; you hold yourself to high standards of responsibility; you keep yourself accountable for getting work done right and on time and for making decisions that help people succeed. Therefore, regularly attending our session on time; coming to class prepared with necessary resources; catching up on work missed due to absences; engaging yourself in class through active participation ---- are the criteria I will use for assessing your class work ethic. Your parents will receive a copy of your work ethic assessment along with your progress report.

**ATTENDANCE. Your class participation grade is tied to your attendance since you can't participate in class discussions if you are not in class.** Class discussions and in-class exercises can't be duplicated so if you are not in class, you miss out on the experience.

**You will receive 1.5 points for each class you attend. For each absence, you will receive ZERO point and for each time you are late or leave class early, you will only receive ONE point. Note: CLASS WILL START PROMPTLY AT 1:00 p.m.**

**BONUS POINTS WILL BE AWARDED FOR PERFECT ATTENDANCE (i.e. you attended ALL sessions without being tardy and without leaving early).**

## QUIZZES AND TESTS (PRACTICAL AND WRITTEN)

Pop quizzes and tests will be administered at the beginning or end of each lesson.

## COURSE PROJECT:

- A. **EXPERIENTIAL & SERVICE LEARNING PROJECT:** Expect to participate in experiential and service projects this school year. Service performed with a non-profit organization is considered service-learning activity. You will earn one SL point for every hour spent on SL activities. Experiential learning are culinary or F&B activities conducted in partnerships with restaurants and hotels to develop new skills, attitudes, or ways of thinking.

## B. RESTAURANT CONCEPT PROJECT

An important part of this course is a semester-long project. The project involves a series of mini-assignments which must be submitted when due. The project description will be discussed further at our future meetings.

**Cumulative Project Submissions: Submit each component of your project when due. It must be typewritten** on 8 ½ x 11 paper, using standard font (12pt) , Times New Roman typestyle, normal margin and stapled. Include all graded components and the component that is due in your submission. Use a sheet protectors and a soft binder since this is a cumulative project submission.

## KITCHEN LAB

Except for excuse absences, each LAB DAY YOU MISS IS RECORDED AS A LAB GRADE OF “ZERO”,

**Deductions from daily points will be made for excessive playing or behavior unsuitable of a chef, wearing nail polish or jewelry in the kitchen, changing out of uniform before permission is given, leaving your work area dirty, failure to follow instructions and/or making little or no effort. Incomplete / dirty uniforms are not allowed in the kitchen—they result in a lab grade of zero (0).**

## Late Work

Assignments turned in after a specified due date without approved documentation of an excused absence will NOT be accepted. Homework will be accepted late at a cost of 10% of your potential grade per day.

## Make-up Work

Students will be responsible for make-up assignments. Students who present office- approved documentation for missed class time will have an opportunity to make up daily academic assignments when missed. You have two days to complete missed assignments.

## EMERGENCY PROCEDURES:

Emergency procedures will be followed according to that which has been described in the student handbook and according to the school's emergency procedures.

Note: The instructor reserves the right to modify this syllabus as needed. Teachers will notify students and parents of any changes to the syllabus.

The following is a tentative course schedule based on the CTT075 course objectives. This schedule is subject to change. The pace at which the material will be covered depends upon the student needs & any class interruptions (ex. bomb threats, fire drills, power outages, earthquakes, typhoon, a school activity, etc.)

SCHEDULE	UNIT
Week 1-8	Communication
Week 9-17	Global Cuisine I- The Americas
Week 18-25	Marketing
Week 26-35	Global Cuisine II- Europe, Mediterranean, The Middle East, Asia
Week 37-40	Allocated for extra- curricular activities that will present opportunities to apply concepts and skills learned in the classroom.

#### STUDENT LEARNING OUTCOMES-Detailed

##### **Communication**

After the completion of this unit, you should be able to:

1. Explain the communication process and know what the barriers to effective communication are and how to address them.
2. Explain what personal characteristics affect communication.
3. Explain and demonstrate what effective listening and speaking is.
4. Demonstrate effective business-appropriate telephone skills.
5. Demonstrate basic effective business writing.
6. Explain organizational communication and explain how it is used in the foodservice industry.
7. Explain and demonstrate effective interpersonal communication

##### **Global Cuisine I- The Americas**

After the completion of this unit, you should be able to:

1. Identify the several regions of North American Cuisine: The Northeast (New England and Eastern Canada), the Midwest (the great plains from Oklahoma north to central Canada), the Southwest (Texas, New Mexico, and Arizona), the Pacific Coast/Rim (California, Oregon, Washington, British Columbia, and north to Alaska), and Mexico.
2. Explain how each region has its own cultural influences and flavor profiles.

3. Explain the cultural influences that infuse Caribbean cuisine with many different flavors and foundations.
4. Discuss how Central American cuisine has grown out of both poverty and the availability of tropical fruits.
5. Describe the many cultural and geographical areas of South America.

## **Marketing and the Menu**

After the completion of this unit, you should be able to:

1. Provide a general overview of the marketing function and identify specific marketing concepts.
2. Explain why a thorough marketing plan is essential to the success for a restaurant or foodservice operation.
3. Note that before a company moves forward, it must understand its strengths and weaknesses so it can capitalize on the former and minimize the damage caused by the latter.
4. Identify and explain the four basic methods of market research.
5. Relate the concept of market segmentation to the concept of market identity.
6. Demonstrate how businesses communicate and engage with their markets.
7. Explain the importance of the menu as a marketing tool.
8. Describe the various types of menus and how menus can be organized.
9. Discuss how menus are created and priced, as well as the role of menu analysis.
10. Explain the role of the buyer and what the position requires.
11. Explain how a restaurant or foodservice operation determines its quality standards and product specification.
12. Describe the ordering process and how restaurant and foodservice operations decide how and what to order.
13. Review the correct processes for receiving and storing goods.

## **Global Cuisine II- Europe, Mediterranean, the Middle East, and Asia**

After the completion of this unit, you should be able to:

1. Explain the importance of studying European culture and history in terms of understanding American society.
2. Explain why France, Italy, and Spain are appropriate selections to introduce the breadth of European cuisines.
3. Explain the importance of studying Mediterranean culture and history in terms of understanding American society.
4. Explain why Morocco, Greece, and Tunisia are appropriate selections to introduce the breadth of Mediterranean cuisines.
5. Explain the importance of studying Middle-Eastern culture and history in terms of understanding American society.

6. Explain why Egypt, Iran, and Saudi Arabia are appropriate selections to introduce the breadth of Middle Eastern cuisine.
7. Explain the importance of Asian culture and history in terms of understanding American society.
8. Explain why China, Japan, and India are appropriate selections to introduce the breadth of Asian cuisine.

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### **ProStart Classroom Expectations**

In this course, you will begin to learn and acquire a winning attitude important in the workplace. Attendance, positive attitude, and teamwork will be emphasized. Following the advice given below will ensure a successful experience in the ProStart program.

#### 1. General Expectations

- a. Students are expected to conduct themselves in a professional manner. Unprofessional and/or disruptive behavior will not be tolerated. You will be sent to the counselor or administrators if you engage in disruptive behavior that impedes instructor's ability to teach the class productively. These unprofessional and/or disruptive behavior include:
  - 1) Showing up to class under the influence of alcohol or drugs;
  - 2) Leaving the classroom without permission;
  - 3) Yelling, arguing, swearing, foul language, bullying, or other intimidating behavior;
  - 4) Sleeping, eating, drinking, side conversation during instruction;
  - 5) Shuffling through papers, cleaning out backpacks, putting on make-up, etc, during instructions;
  - 6) Interrupting the instructor or students;
  - 7) Unauthorized use of cell phone to text, talk, film, photograph the class;
  - 8) This classroom is a "*chewing gum free*" classroom.
- b. Be in class every day, be on time, and come prepared with your learning tools.
- c. Know school rules, attendance and tardy policy– it will be enforced.
- d. Be respectful of everyone and everything.
- e. Complete assigned work and/or projects on time
- f. Always go the *extra mile*.

#### 2. Expectations During Instructions

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<sup>1</sup>Note: The instructor reserves the right to modify this syllabus as needed. Teachers will notify students and parents of any changes to the syllabus.

- a. Give your teacher your full attention. Do not talk while I'm talking.
  - b. Engage in class discussions and actively participate in class activities.
  - c. Wait to be recognized before you begin speaking.
  - d. Following instructions.
  - e. No eating and drinking during instructions.
  - f. School policy dictates that students are not allowed to leave the classroom during instructional time. Therefore use the restroom, get something to drink before walking into this classroom.
3. Academic Expectations
- a. Complete all assigned class or homework;
  - b. Work hard and enjoy the process;
  - c. Do your best;
  - d. Do not complain;
  - e. Go the extra mile in everything you do.
4. Expectations During team/group work
- a. You will be assigned to a team;
  - b. Within a team you will be assigned a duty;
  - c. Focus on the task at hand;
  - d. Contribute to the team effort.
5. Expectations during Kitchen Lab
- a. Wear appropriate clean clothing on lab days
    - i. Prostart I: long pants, apron, athletic shoes, kitchen towel, beanie
    - ii. ProStart II/III: chef jacket, long pants, apron, athletic/kitchen shoes, kitchen towel, beanie, pen, bi-metallic thermometer,
  - b. Observe personal appearance and hygiene standards
  - c. Follow all food safety standards from storing, prepping, cooking, holding, reheating, and serving
  - d. You will be using commercial grade equipment in the kitchen. Therefore, follow proper use of these equipment. Equipment misuse is dangerous and expensive.
  - e. Keep your station and area around it clean and organized
  - f. **Practice initiative. Professionals jump in and do what is needed without being asked or told.**
6. Any problems you may have with other students should be reported to me immediately. You may be instructed to solve minor personal conflicts on your own—nevertheless, report any problems to me.
7. There is only one SSHS ProStart class --- it comprises of all students, year 1, 2, and 3. As members SSHS ProStart family , you are all part of the brotherhood and sisterhood of ProStart students. Show unity and respect at all times for all our members! Remember, there is no them.....**there's only us!**



## ProStart Classroom Procedures

### When tardy bell rings . . .

1. Enter quietly and politely, remove your hat if you're wearing one; put away your backpacks.
2. Be in your seat ready to work quietly.
3. Read the Bellwork instructions written on the board and start working;
4. Get materials, be seated and start working on your Bellwork;
5. If you're finished, patiently wait for instruction.

### Tardy Procedure

1. Enter the classroom QUIETLY;
2. Read the Bellwork instructions written on the board, get materials, be seated, start working and/or join classroom activities with minimal disruptions.

### Absence Procedure

1. Check with your team what you've missed. Do not ask the teacher;
2. If you are missing work from an absence, the teacher will let you know what you are missing and provide the materials needed;
3. You have one weekend to complete missed work.

Handing in finished work/homework: Make sure your name is on your paper; place your paper upside down in the "finished work" or "homework" basket.

Signals for attention: When I need your attention, I will ring the chimes (or sound the rain stick, open the music box, etc.); as soon as you hear the signal, stop what you are doing, look at me, and listen for directions.

Visitors in the classroom: When visitors enter the room, the designated classroom "host" or "hostess" will signal the class to greet visitors with "Hafa Adai!". Continue to work in class as you normally would. Remember, most visitors are here to watch you learn, so be ready to explain what you are working on. Do make a good impression.

What to do with unfinished work: If I ask for work to be turned in, let me know if it isn't finished; if I ask you to keep an unfinished project, put it in your class work notebook.

### End of Class and Dismissal Procedure

Five minutes before bell rings...

1. Return instructional tools, books to its proper place. Place your work in the designated box.
2. Clean your tables and areas around them. Team assigned to clean will proceed with cleaning chores.
3. The rest will stay in your seat until you hear the teacher dismiss you.
4. When bell rings, stack or organize your chairs before leaving the class.

## **Kitchen Lab Procedures and Rules**

The following rules are designed with your safety in mind. Failure to follow any of the Kitchen Lab Rules, may immediately result in the **removal from the Kitchen Lab and loss of any or all Lab privileges in the future.**

### **Appliances & Other Equipment:**

1. All equipment (major and small appliances) must be used for their intended use.
2. All equipment should be cleaned and disinfected with the cleaners provided at the end of each lab.—no food particles should be visible and clean, not greasy to the touch. (Reduction in grade)
3. Any foods placed in the microwave should be covered with a paper towel in order to prevent splattering. The microwave must be wiped out and disinfected if used during lab—even to heat water. (Reduction in grade)
4. Food placed in refrigerator must be covered properly and labeled with your Team # and the date. Clean up any spills. (Reduction in grade)

### **Garbage and Waste**

5. Used paper towels, food packages, and other trash, **MUST** be placed in your Team's trash container which should be emptied and washed after lab. Clean up as you go—don't stock pile.
6. If you have a canned food item used in your lab, after removing the metal lid with a can opener, place the lid inside the empty can and then place in the trash. (could cut very badly)
7. Avoid wasting ingredients. **Do not** use more of one ingredient for you lab than the recipe asks for without first asking for permission.—it may be needed by another kitchen.
8. Clean up spills as soon as they happen—on floor, microwave, refrigerator, countertop, etc.

### **Individual**

9. Always listen and follow ALL directions given by the teacher.
10. All long hair must be tied back or covered with a hat! (Reduction in grade)
11. Everyone wears the prescribed kitchen lab uniform. (Reduction in grade)
12. Use paper towels to dry hands.—reduces cross contamination in a busy kitchen.
13. Use CLEAN towels to dry dishes and countertops.
14. If you are sick, you may be asked to not participate in the lab—use your best judgment too.
15. If a lab is missed it must be made up with an at home assignment.
16. All cuts and scrapes should be clean and covered with a bandage. If you have an extensive cut on your hand, you must wear disposable plastic gloves while participating in the lab.
17. Use your common sense!

### Dishes & Countertops & Sinks

18. Before and after lab: Wipe down countertops with hot, soapy water and dry. Follow with sanitizer.
19. Each team is responsible for washing, drying and putting away the dishes and equipment used—even if it belongs to another team.
20. Scrape and rinse WELL all used plates, pots, and pans or you will end up with a clogged sink in a month!
21. Handle the dishwasher gently or you will be washing dirty dishes, pots, pans by hand!
22. Sinks should be rinsed free of bubbles, and clean of food. Sinks and facets should also be dried with towel before leaving. (Reduction in grade)
23. Any equipment used must be clean when put away where it was found. (Reduction in grade)
24. When kitchen is cleaned it must be checked by the teacher before group members are able to leave their kitchen area!

### Lab Planning

25. Each team MUST turn in their complete lab-planning sheet on the day it is completed and again after the lab.
26. Double check pantry and refrigerator/freezer for ingredients—don't list items that are already in stock—waste of money—loss of points.
27. All group members participate in planning!
28. Rotate job roles within teams for each lab.

### Miscellaneous

29. EVERYONE participates!
30. NO horseplay. (Removal from lab, zero points earned and trip to office)
31. Do not sit on countertops. (removal from lab—zero points earned)
32. Do not throw things in lab. (removal from lab—zero points earned)
33. Keep conversations to a minimum. Focus on assigned task.
34. If you don't know how to do something or if you don't know if you are doing it correctly, ASK!
35. If you have a question for me, stand in your station and raise your hand—do not yell.
  - a. *In the event of fire or accident and someone is hurt, you may yell for ME!*
36. If there is a fire in the lab, **ALL** students should turn off their stove burners, oven, and microwave and exit the classroom, if the fire alarm goes off, exit the building. A student may be asked to call for help.
37. If someone is hurt, all food preparation in that lab must stop immediately! Get my attention A.S.A.P.!
38. Only eat at the kitchen tables—not at the classroom tables.
39. You only have \_\_\_ minutes to prep, cook, eat, & cleanup. Manage your time wisely.. Passes will not be written.
40. Lab evaluations and recipes must be turned into me. Place in designated spot.

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80. Lab evaluations and recipes must be turned into me. Place in designated spot.

## **ACKNOWLEDGEMENT**

I have read the syllabus and I understand what is expected of me in this course. I pledge to be considerate of others as well as cooperative and ready to work hard to do my best in this class.

I also understand the classroom rules and procedures provided by my instructor and in the student handbook. Should I fail to uphold these rules, I also understand and accept the consequences I will face.

**Student's Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:**  
\_\_\_\_\_

**Student's E-mail Address:** \_\_\_\_\_

**STUDENT'S Cell phone:** \_\_\_\_\_

**Student's Home No.** \_\_\_\_\_

Dear Parents,

Please sign your name at the space provided to indicate that you have read the syllabus, and understand what is expected of your child. You may also write your questions and comments here. Please have your child return this portion. Thank you for your support.

**Parent/Guardian Name:** \_\_\_\_\_ **Relationship to Student** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**I have a working computer with internet connection at home: YES      NO**

**Contact information:**

Home phone: \_\_\_\_\_ Cell phone \_\_\_\_\_ Email: \_\_\_\_\_

Work tel. no. and extension \_\_\_\_\_

Name of Employer \_\_\_\_\_

Questions and/or comments?

\_\_\_\_\_  
\_\_\_\_\_

## Internet User Terms and Conditions Agreement

1. The use of the Internet accessed from or by the use of Guam Community College computers is consistent with the educational objectives of GCC. Transmission of any material in violation of any federal or state regulation is prohibited, including, but not limited to copyrighted material, threatening, violent or obscene material as determined by the instructor or material protected by trademark. Use of the Internet for commercial activities is not acceptable. Use for product advertisement or political lobbying is prohibited.
2. **The use of the Internet is a privilege, not a right, and inappropriate use may result in cancellation of privileges.**
3. Internet users are to abide by the **rules of network etiquette**, including, but not limited, to:
  - a. Be polite. Your messages to others are to contain no abusive or threatening language.
  - b. Cursing, vulgarity, or other inappropriate language is unacceptable.
  - c. Promotion of, or solicitation for, illegal activities is strictly forbidden.
  - d. Do not reveal any personal information such as your address or phone number nor that of fellow students or colleagues.
  - e. Note that e-mail is not private.
  - f. Use extreme caution when communicating to others over the Internet .
4. GCC makes no warranties of any kind, whether expressed or implied, for the Internet service nor is it responsible for any damages you suffer from Internet use, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Internet is at your own risk. The school denies any responsibility for the accuracy or quality of information obtained through Internet. Stay mindful of the fact that not everyone that has a website is an expert resource.
5. Security on any computer system is a high priority.
6. Vandalism of hardware, software, or stored information will result in appropriate disciplinary action up to and including referral to law enforcement.
7. This document is not intended to encompass all activities of our users and should not be considered all inclusive of appropriate or inappropriate activities. Teachers and/or school administration reserve the right to act on a case by case basis as needed.

**Student Internet Acceptable Use Agreement**

I understand and will follow the above Internet user rules. I also understand the result of my breaking these rules may be the loss of access to the Internet provided by the school.

Name  
(Please print) \_\_\_\_\_ Grade level \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

As the parent or guardian of the above named student, I have read the Internet Access Acceptable Use Policy and User Agreement. I understand that this access is designed for educational purposes. I recognize it is impossible for the school to restrict access to all controversial materials and I will not hold the school or its employees responsible for materials my son/daughter acquires on the Internet.

PLEASE CHECK ONE – SIGN AND RETURN

\_\_\_\_\_ I hereby give permission for my child to access Internet at Simon Sanchez High School - GCC MAC Lab

\_\_\_\_\_ I deny permission for my child to access Internet at Simon Sanchez High School - GCC Mac Lab

Name (please print) \_\_\_\_\_

Signatures \_\_\_\_\_ Date \_\_\_\_\_





## The Simon Sanchez High School Mission

Our mission is to empower students to become productive citizens of the 21st century through a commitment to academic excellence, career preparation, and civic engagement.

Simon Sanchez High School School-wide ESLRs: Simon Sanchez High School will demonstrate ACE:

### Academic Excellence

- through creative and critical thinking skills
- through effective communication skills
- through being goal oriented and self-disciplined individuals
  
- **Career Preparation**
- by taking initiative and demonstrating innovation
- by demonstrating professional conduct, collaboration and other interpersonal skills
- by efficient use of time and resources to achieve goals
- by demonstrating the ability to understand and effectively use relevant technology

### Engagement in Civic Activities

- through awareness of local and global issues
- by contributing time and talent to community needs
- Adopted Spring 2012

Simon Sanchez High School  
ProStart Classroom Rules

1. Be in class every day, be on time, and be prepared.
2. Required uniform and tools during class: chef coat, black long pants, hat, apron, kitchen towel, **bi-metallic kitchen thermometer, sharpie pen**, blue, black, red pens, calculator, notebook, closed-toe shoes --- no sandals, flats or partial foot coverings.
3. Looking professional is a key starting point in being professional. **Partial or dirty uniforms in the kitchen will not be allowed under any circumstances.**
4. Your full attention is required during lectures, demos, and presentations. In turn, your instructor will give you her full attention when **you** are talking!
5. Sleeping during class or inattentiveness during lecture, demo, or presentation will be result in loss of points and disciplinary action as required.
6. There will be no eating / drinking in the classroom.
7. **Every job in the kitchen has equal importance....cook....dishwasher....server. Professionals jump in and do what is needed without being asked or told.**
8. There are very few trivial questions in this class...ask, ask and ask again until you get all the information you require to be successful!
9. Any problems you may have with other students should be reported to me immediately. You may be instructed to solve minor personal conflicts on your own—nevertheless, report any problems to me.
10. There is only one SSHS ProStart class --- it comprises of all students, year 1, 2, and 3. As members SSHS ProStart, you are all part of the brotherhood and sisterhood of ProStart students. Show unity and respect at all times for all our members! Remember, there is no them.....**there's only us!**