



Culinary Arts Program

Required Knowledge & Skill Competencies for Degree Programs

For the

American Culinary Federation Education Foundation
Accrediting Commission

Effective January 2012

COMPLETION INSTRUCTIONS and SAMPLE

The purpose of completing this Competencies template is for you to show where the knowledge area is being taught and how much time is spent on each competency.

We need you to list the **primary area(s)** the competency is taught. Sanitation can be taught in every course and be shown on each course syllabi, but is only taught in a few primary courses.

KNOWLEDGE AREA: Sanitation

Course Number(s) and Titles Where Competencies are met (attach Course outlines/Syllabi):

PURPOSE: To develop an understanding of the basic principles of sanitation and safety and to be able to apply them in the foodservice operations. To reinforce personal hygiene habits and food handling practices that protects the health of the consumer.

COMPETENCIES: Students will be able to:	Course Number	Contact Hours	
		Lecture	Lab
1. Identify microorganisms which are related to food spoilage and food-borne illnesses; describe their requirements and methods for growth.	CUL 101	1	2
	CUL 201	1	1.5

We will want to see that the total number of hours listed for lecture and lab come to approximately the same number of hours listed as your contact hours on the first page of the application. Again an approximate since these numbers cannot always be exact.

It is a suggestion that you have the instructor/faculty member teaching this particular competency knowledge area to complete this portion of the template for the Self-Study. It will match their course syllabi and should be easier for them to match up course and hours.

Please don't hesitate to contact us at the ACF national office if you have any questions regarding the completion of this template.



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KNOWLEDGE AREA:
Basic Baking

Course Number(s) and Titles Where Competencies are met (attach Course outlines/Syllabi):

BAK1301 Baking I

CUL2302 Food Production III

CUL2305 Food Production IV

PURPOSE: To apply the fundamentals of baking science to the preparation of a variety of products. To use and care for equipment normally found in the bakeshop or baking area.

COMPETENCIES: Students will be able to:	Course Number	Contact Hours	
		Lecture	Lab
1. Define baking terms.	BAK1301	.25	
2. Identify equipment and utensils used in baking and discuss proper use and care.	BAK1301	.25	1
3. Demonstrate proper selection of equipment and utensils for specific application.	BAK1301 CUL2302 CUL2305	.25	2 2 2
4. Identify ingredients used in baking.	BAK1301	.5	.25
5. Demonstrate proper scaling and measurement techniques.	BAK1301		.25
6. Apply basic math skill to recipe conversions.	BAK1301 CUL2302 CUL 2305	.5 1 1	
7. Describe properties and list function of various ingredients.	BAK1301	.25	
8. Define and describe the steps in the production of yeast-leavened breads.	BAK1301	2	
9. Prepare a variety of yeast-leavened breads.	BAK1301		10

	CUL2302		4
	CUL 2305		4
10. Evaluate the quality of yeast-leavened breads.	BAK1301		2
	CUL2302		1
	CUL 2305		1
11. Define and describe quick-breads and the mixing methods utilized to produce them.	BAK1301	2	
12. Prepare and Evaluate the quality of a variety of quick-breads.	BAK1301		6
	CUL2302		2
	CUL 2305		2
13. Define and describe the various types of pies and tarts and the mixing methods utilized to produce them.	BAK1301	3	
14. Prepare a variety of pies and tarts.	BAK1301		4
	CUL2302		2
	CUL 2305		2
15. Evaluate the quality of prepared pies and tarts.	BAK1301		1
	CUL2302		.5
	CUL 2305		.5
16. Define and describe the variety of cookie types and the mixing methods utilized to produce them.	BAK1301	1	
17. Produce a variety of types of cookies.	BAK1301		2
	CUL2302		1
	CUL 2305		1
18. Evaluate the quality of prepared cookies.	BAK1301		.25
	CUL2302		.25
	CUL 2305		.25
19. Define and describe the variety of cake types and the mixing methods utilized to produce them.	BAK1301	3	
20. Prepare a variety of cakes.	BAK1301		6
	CUL2302		2
	CUL 2305		2
21. Evaluate the quality of prepared cakes.	BAK1301		.75
	CUL2302		.5
	CUL 2305		.5
22. Demonstrate basic icing and decorating techniques.	BAK1301	1.25	2
23. Evaluate the quality of iced and decorated cakes.	BAK1301		.75
24. Define and describe the variety of laminated dough's.	BAK1301	1	
25. Explain the process of lamination as it applies to dough's.	BAK1301	.75	
26. Prepare a variety of laminated dough products.	BAK1301		2
	CUL2302		1
	CUL 2305		1

27. Evaluate the quality of prepared laminated dough products.	BAK1301 CUL2302 CUL 2305		.5 .5 .5
28. Define and describe pate choux, its uses, method of preparation, baking and finishing.	BAK1301	.75	
29. Prepare a variety of pate choux products.	BAK1301 CUL2302 CUL 2305		1 1 1
30. Evaluate the quality of prepared pate choux products.	BAK1301 CUL2302 CUL 2305		.75 .25 .25
31. Define and describe meringues, its various types, uses, and methods of preparation.	BAK1301	1	
32. Prepare a variety of meringues.	BAK1301 CUL2305		.75 .25
33. Evaluate the quality of prepared meringues.	BAK1301 CUL2305		.75 .25
34. Define and describe creams, custards, puddings and related sauces.	BAK1301	.75	
35. Describe the various types of uses of and preparation methods of various creams, custards, puddings and related sauces.	BAK1301	.75	
36. Prepare a variety of creams, custards, puddings and related sauces.	BAK1301 CUL2302 CUL 2305		3 2 2
37. Evaluate the quality of prepared creams, custards, puddings and related sauces.	BAK1301 CUL2302 CUL 2305		.5 .5 .5
38. Define and describe the various types, uses, and methods of preparation of dessert sauces.	BAK1301	.5	
39. Prepare a variety of dessert sauces.	BAK1301 CUL2302 CUL 2305		1 1 1
40. Evaluate the quality of prepared dessert sauces.	BAK1301 CUL2302 CUL 2305		.25 .25 .25
41. Discuss the application of mixes and other value added products.	BAK1301	.25	
42. Define and describe a variety of fillings and toppings for pastries and baked goods.	BAK1301	.75	

43. Discuss methods of preparation and finishing techniques for various fillings and toppings.	BAK1301	.5	
44. Prepare a variety of fillings and toppings for pastries and baked goods.	BAK1301 CUL2302 CUL 2305		1.5 1 1
45. Demonstrate the presentations of baked goods and desserts.	BAK1301 CUL2302 CUL 2305		2 3 3
46. Evaluate the quality of presentations of baked goods and desserts.	BAK1301 CUL2302 CUL 2305		1 1 1
47. Discuss nutritional concerns as they apply to baking.	BAK1301	.5	
48. Discuss recipe modification to create more nutritionally beneficial baked goods and desserts.	BAK1301	.25	
Total Hours:		25	107.25

KNOWLEDGE	AREA:	Beverage Management
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Course Number(s) and Titles Where Competencies are met (attach Course outlines/Syllabi):

CUL2304 Banquets and Catering

HOS2301 Menu Design and Strategy

CUL1302 Food Production I

PURPOSE: To become familiar with and varieties of alcoholic and non-alcoholic beverages. To develop an appreciation for wine and food affinity. To explain laws and procedures related to responsible alcohol service.

COMPETENCIES: Students will be able to:	Course Number	Contact Hours	
		Lecture	Lab
1. Identify local, state and federal laws pertaining to the purchase and service of alcoholic beverages.	CUL2304	1	
2. Discuss the basic production process for distillation and fermentation.	CUL1302	1	
3. Distinguish wines by grape and/or other fruit variety, country, growing region and production process.	CUL1302	1	
4. Evaluate the relationship of beverages to food.	HOS2301	1	
5. Identify and discuss the presentation and service of alcoholic, non-alcoholic and de-alcohol zed beverages, including coffee and tea.	CUL2304	.5	.5
6. Identify equipment and glassware used for beverage preparation and service.	CUL2304	.5	.5
7. Discuss opening and closing procedures of a beverage operation.	CUL2304	.5	
8. Discuss the fundamentals and importance of responsible alcohol service	CUL2304	.5	
9. Identify levels of intoxication and methods to control excessive consumption by guests	CUL2304	.5	
10. Discuss Dram Shop Act and liquor law liability.	CUL2304	.25	
11. Explain procedures for implementing internal beverage controls.	CUL2304	.25	
Total Hours:		7	1

KNOWLEDGE AREA: Business and Math Skills

Course Number(s) and Titles Where Competencies are met (attach Course outlines/Syllabi):

CUL1302 Food Production I

HOS1302 Product Id and Quantity Food Purchasing

HOS2301 Menu Design and Strategy

HOS2302 The Restaurant Industry

CUL1303 Food Production II

CUL2302 Food Production III

PURPOSE: To perform mathematical functions related to foodservice operations

COMPETENCIES: Students will be able to:	Course Number	Contact Hours	
		Lecture	Lab
1. Perform basic math functions.	CUL1302	4	
2. Calculate and forecast purchase and preparation requirements based on a product's yield on cooking, fabrication, and intangible waste factors.	HOS1302	1	
3. Calculate food costs and percentages.	HOS2301 HOS2302	1 1	
4. Calculate beverage costs and percentages.	HOS2302	1	
5. Calculate labor costs and percentages.	HOS2302	1	
6. Perform recipe yield conversions.	HOS2301 CUL1303 CUL2302	1 1.5 1.5	
7. Perform the process of recipe costing.	HOS2301	3	
8. Determine selling price of menu items.	HOS2301 HOS2302	1 .5	
9. Define and describe a profit and loss statement. Discuss how it is utilized in food-service operations as a tool to determine profitability.	HOS2302	1	
10. Review profit and loss statements to determine profitability.	HOS2302	1	
11. Perform calculations using current technology (i.e. computers, calculators, POS).	HOS2301	1	
12. Identify marketing techniques that can increase sales and profitability.	HOS2302	1	
Total Hours:		21.5	

KNOWLEDGE AREA: Dining Room Service

Course Number(s) and Titles Where Competencies are met (attach Course outlines/Syllabi):

CUL2304 Banquets and Catering

HOS2301 Menu Design and Strategy

HOS2302 The Restaurant Industry

PURPOSE: To perform dining room service functions using a variety of types of service. To demonstrate an understanding of quality customer service.

COMPETENCIES: Students will be able to:	Course Number	Contact Hours	
		Lecture	Lab
1. Demonstrate the general rules of table settings and service.	CUL2304	.25	1.5
2. Describe American, English, French and Russian Service.	HOS2301	1	
3. Discuss service methods such as banquets, buffets and catering and a la carte.	HOS2301	1	
4. Describe the functions of dining service personnel.	CUL2304	.25	
5. Discuss training procedures for dining room staff.	CUL2304	.25	
6. Discuss procedures for processing guest checks using current technology.	CUL2304	.25	
7. Demonstrate an understanding of guest service and customer relations, including handling of difficult situations and accommodations for the disabled.	CUL2304	.25	
8. Explain inter-relationships and work flow between dining room and kitchen operations.	CUL2304	.25	
9. Discuss sales techniques for service personnel including menu knowledge and suggestive selling.	HOS2302	1	
Total Hours:		4.5	1.5

KNOWLEDGE	AREA:	Food Preparation
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Course Number(s) and Titles Where Competencies are met (attach Course outlines/Syllabi):

CUL1302 Food Production I
CUL1303 Food Production II
CUL1304 Stocks, Soups and Sauces
CUL1305 Garde Manger
CUL2302 Food Production III
CUL2303 Meat and Seafood
CUL2305 Food Production IV
HOS1302 Product ID and Quantity Food Purchasing
HOS2301 Menu Design and Strategy

PURPOSE: To develop skills in knife, tool and equipment handling and apply principles of food preparation to produce a variety of food products. To operate equipment safely and correctly. To apply knowledge of laws and regulations relating to safety and sanitation in the kitchen.

COMPETENCIES: Students will be able to:	Course Number	Contact Hours	
		Lecture	Lab
1. Demonstrate knife skills, hand tool and equipment operation, emphasizing proper safety techniques.	CUL1302	6	19
2. Identify the parts/components of a recipe.	HOS2301	1	
3. Describe and use a standardized recipe.	CUL2302 CUL2305	1 1	
4. Outline the procedure for writing a standardized recipe.	HOS2301	1	
5. Write a standardized recipe.	HOS2301	1	
6. Identify and use utensils, pots and pans and demonstrate safe practices using stoves, mixers, ovens, etc.	CUL1302	4	6
7. Define and describe the sautéing process.	CUL1303	1	2
8. Prepare a variety of foods using the sauté techniques.	CUL1303 CUL2302 CUL2305	1	2 .25 .25
9. Evaluate the quality of sautéed items.	CUL1303 CUL2302 CUL2305	1	2 .25 .25
10. Define and describe the processes of pan-frying and deep-frying.	CUL1303	1	2
11. Fry a variety of foods to their proper doneness.	CUL1303	1	2

	CUL2302 CUL2305		.25 .25
12. Evaluate the quality of fried foods.	CUL1303 CUL2302 CUL2305	1	2 .25 .25
13. Define and describe the roasting and baking processes.	CUL1303	1	2
14. Compare and contrast roasting to baking, poleing, smoke-roasting and spit-roasting.	CUL1303	1	2
15. Roast meats, poultry, and fish to the correct doneness to develop the best flavor and texture in the finished dish.	CUL2302 CUL2305	.5	1.5 1.5
16. Evaluate the quality of roasted items.	CUL1303 CUL2302 CUL2305	1	2 .25 .25
17. Define and describe the barbecue process.	CUL2302	1	
18. Select and prepare meats and seasonings and barbecue them to the appropriate doneness.	CUL2302	1	4
19. Evaluate the quality of barbecued items.	CUL2302	.25	.25
20. Define and describe the process of grilling and broiling.	CUL1303	1	1
21. Grill and broil foods to the proper doneness.	CUL1303 CUL2302 CUL2305	1	2 .25 .25
22. Evaluate the quality of grilled and broiled items.	CUL1303 CUL2302 CUL2305	1	2 .25 .25
23. Define and describe the processes of braising and stewing, noting the similarities and differences.	CUL1303	1	1
24. Braise and stew foods to the proper doneness.	CUL1303 CUL2302 CUL2305	1	2 .25 .25
25. Evaluate the quality of braised and stewed items.	CUL1303 CUL2302 CUL2305	1	2 .25 .25
26. Define and describe the process of shallow-poaching.	CUL1303	1	1
27. Prepare shallow-poached foods properly and produce a sauce that incorporates the cooking liquid.	CUL1303 CUL2302	1	2 .25

	CUL2305		.25
28. Evaluate the quality of shallow-poached items.	CUL1303 CUL2302 CUL2305	1	2 .25 .25
29. Define poaching and simmering and correctly identify the temperature range at which each occurs.	CUL1303	1	1
30. Poach and simmer foods to the proper doneness.	CUL1303 CUL2302 CUL2305	1	2 .25 .25
31. Evaluate the quality of poached and simmered foods.	CUL1303 CUL2302 CUL2305	1	2 .25 .25
32. Define and describe the boiling and steaming process.	CUL1303	1	1
33. Prepare boiled and steamed foods to the proper doneness.	CUL1303 CUL2302 CUL2305	1	2 .25 .25
34. Evaluate the quality of boiled and steamed items.	CUL1303 CUL2302 CUL2305	1	2 .25 .25
35. Utilize standard weights and measures to demonstrate proper scaling and measurement techniques.	CUL1302 CUL1303	.25 1	1 2
36. Identify and use herbs, spices, oils and vinegar, condiments, marinades and rubs.	CUL1302 CUL1303	3 1	4 2
37. Evaluate the quality of herbs, spices, oils, vinegar, condiments, marinades, and rubs.	CUL1302	1	1
38. Perform basic fabrication tasks with meat, poultry, seafood and variety meats.	CUL2303	15.25	43.25
39. Using the basic cooking methods, prepare meat, seafood, poultry, and variety meats to the proper doneness.	CUL1303 CUL2302 CUL2305	2 3 1.5	5 6 4
40. Evaluate the quality of prepared meats, seafood, poultry, and variety meats.	CUL1303 CUL2302 CUL2305	2 3 1.5	5 6 4
41. Define stock and describe its uses.	CUL1304	.5	1
42. Identify different types of stocks.	CUL1304	.5	1
43. List the basic ingredients needed for making stocks.	CUL1304	.5	1

44. Describe the functions of the ingredients.	CUL1304	.5	1
45. Describe the process of making stocks.	CUL1304	.5	1
46. Prepare a variety of stocks.	CUL1304	1	6
47. Evaluate the quality of a properly made stock.	CUL1304	.5	3
48. Define, describe and explain the purpose of sauces.	CUL1304	1.5	3.5
49. Identify and prepare the grand sauces.	CUL1304	6	12
50. Prepare a variety of non-grand/classical sauces.	CUL1304 CUL2302 CUL2305	1.5	3.5 1.5 2
51. List the basic ingredients needed for making grand and non-grand sauces.	CUL1304	1.5	
52. Describe the functions of the ingredients in sauces.	CUL1304	1.5	
53. Evaluate the quality of a properly made sauce.	CUL1304 CUL2302 CUL2305	1.5	3.5 1.5 1
54. Define and describe soup and identify its two basic categories.	CUL1304	2	4
55. Prepare a variety of soups from each category.	CUL1304 CUL2302 CUL2305	1	10 2 2
56. Describe the process of making each category of soup.	CUL1304	4	
57. Evaluate the quality of a properly made soup.	CUL1304 CUL2302 CUL2305	.5	2 1 1
58. Identify a variety of fruits, vegetables, starches, legumes and grains. 59.	HOS1302	13.5	
60. Prepare a variety of fruits, vegetables, starches, legumes and grains using the basic cooking methods.	CUL1303 CUL2302 CUL2305	1	6 6 6
61. Evaluate the quality of prepared fruits, vegetables, starches, legumes and grains.	CUL1303 CUL2302 CUL2305	1	4 4 4

62. Define salad dressing and describe its purposes.	CUL1305	2	
63. Identify, define, and describe the types of salad dressings.	CUL1305	.5	2
64. Prepare a variety of salad dressings and evaluate the quality of each.	CUL2302 CUL2305 CUL1305		2 2 2
65. Identify a variety of common salad greens.	HOS1302 CUL1305	3	4
66. Prepare and dress greens for a salad.	CUL2302 CUL2305 CUL1305		4 4 2
67. Evaluate the quality of properly prepared and dressed green salad.	CUL2302 CUL2305 CUL1305		2 2 1
68. Identify, describe, and prepare a variety of composed salads.	CUL2302 CUL2305 CUL1305	2	2 2 2
68. Evaluate the quality of composed salads.	CUL2302 CUL2305 CUL1305	.5	1 1 1
69. Identify, and describe the purpose of the elements of a sandwich.	CUL1305	.5	1.25
70. Prepare a variety of hot and cold sandwiches.	CUL1305		1.25
71. Evaluate the quality of sandwiches.	CUL1305		1.75
72. Identify and prepare a variety of breakfast meats.	CUL1305		1.75
73. Evaluate the quality of prepared breakfast meats.	CUL1305		1.25
74. Describe a variety of preparation techniques used in egg cookery.	CUL2302	.5	2
75. Cook eggs using a variety of preparation techniques.	CUL2302	.5	2
76. Evaluate the quality of prepared eggs.	CUL2302	.5	2
77. Identify and prepare a variety of breakfast batter products.	BAK1301	.25	.75
78. Evaluate the quality of prepared breakfast batter products.	BAK1301	.25	.75
Total Hours:		127.25	324.25

KNOWLEDGE AREA: Garde Manger

Course Number(s) and Titles Where Competencies are met (attach Course outlines/Syllabi):

CUL1305 Garde Manger

CUL1302 Food Production I

CUL2302 Food Production III

CUL2305 Food Production IV

PURPOSE: To develop skills in producing a variety of cold food products. To prepare items appropriate for buffet presentation, including decorative pieces.

COMPETENCIES: Students will be able to:	Course Number	Contact Hours	
		Lecture	Lab
1. Identify tools and equipment used in garde manger, emphasizing safety and sanitation procedures.	CUL1305	3.5	3.5
2. Define and describe hors d'oeuvre, appetizers, and canapés.	CUL1305	1.25	2
3. Explain the importance of presentation and garnishing for hors d'oeuvre, appetizers, and canapés	CUL1305	1.25	3
4. Prepare a variety of hors d'oeuvre, appetizers, canapés and basic garnishes.	CUL1305 CUL2302 CUL2305	1.25	4 2 2
5. Evaluate the quality of hors d'oeuvre, appetizers, and canapés.	CUL1305 CUL2302 CUL2305	.5	2 1 1
6. Define aspic gelee and describe its functions. Demonstrate fundamental skills in the preparation and uses of aspic.	CUL1305	.75	3
7. Evaluate the quality of aspic gelee and items coated with it.	CUL1305	.5	1.5
8. Define and describe forcemeat and its various forms including pate, terrine, galantine, mousseline, and sausage.	CUL1305	4	
9. Prepare and present a variety of forcemeat products.	CUL1305 CUL2305	.5	4 2
10. Evaluate the quality of forcemeat products.	CUL1305 CUL2305	.5	1 1
11. Demonstrate food presentation techniques using a variety of plates, platters and trays.	CUL1305 CUL2302 CUL2305	.5	6 2 2
12. Evaluate the quality of prepared plates, platters and trays.	CUL1305 CUL2302 CUL2305	.5	2 1 1
13. Produce decorative centerpieces (i.e. fruit, vegetable carvings, salt dough, tallow and ice carvings).	CUL1305	.5	2

14. Define and describe various methods in which food is preserved (i.e. brining, salting, curing, and smoking).	CUL1305	3	
15. Prepare foods for preservation and prepare preserved foods.	CUL1305	.5	6
16. Evaluate the quality of preserved foods.	CUL1305	.5	2
17. Define and describe a variety of cheese categories.	CUL1305 CUL1302	1 1	
18. Discuss how various cheeses are made and their uses.	CUL1305 CUL1302	1 .5	
19. Use cheese as an ingredient in recipes.	CUL1305 CUL2302 CUL2305	.5	4 2 2
20. Taste various cheeses and evaluate their quality.	CUL1305 CUL1302		3 4
Total Hours:		23.5	70

KNOWLEDGE AREA: Human Relations Management

Course Number(s) and Titles Where Competencies are met (attach Course outlines/Syllabi):

HOS2302 The Restaurant Industry

PURPOSE: To prepare for the transition from employee to supervisor. To evaluate styles of leadership and develop skills in human relations and personnel management.

COMPETENCIES: Students will be able to:	Course Number	Contact Hours	
		Lecture	Lab
1. Describe process of management through effective communication skills.	HOS2302	1	
2. Summarize leadership styles and analyze when each is most appropriate.	HOS2302	1	
3. Outline the supervisor's role in decision-making, problem solving and delegation of duties.	HOS2302	1	
4. Explain the role of job descriptions and specifications.	HOS2302	1	
5. Perform mock interviews, prepare resumes, job applications and cover letters.	HOS2302	1	
6. Describe procedures of new employee orientation.	HOS2302	1	
7. Compare and contrast training methods.	HOS2302	1	
8. Analyze types and methods of employee evaluation.	HOS2302	1	
9. Describe necessity of change and ways of implementing change with the least employee resistance.	HOS2302	1	
10. Evaluate methods of conflict resolution and grievance procedures (union /non-union).	HOS2302	1	
11. Identify reasons for disciplinary problems and discuss the supervisor's role in handling them.	HOS2302	1	
12. Describe the procedure for terminating employees.	HOS2302	1	
13. Analyze motivational techniques/problems. Discuss procedures for attitudinal changes.	HOS2302	1	
14. Analyze ways of dealing with stress in the workplace.	HOS2302	1	
15. Discuss time management and other organizational management techniques.	HOS2302	1	
16. Discuss legal issues related to managerial decisions (sexual harassment, discrimination, violence/anger and unemployment compensation).	HOS2302	1	

17. Recognize the needs, wants and desires of the internal and external customers.	HOS2302	1	
Total Hours:		17	

KNOWLEDGE AREA: Introduction to the Hospitality Industry

Course Number(s) and Titles Where Competencies are met (attach Course outlines/Syllabi):

HOS1301 Introduction to Hospitality

PURPOSE: To develop an understanding of the hospitality industry and career opportunities in the field. To investigate trade publications and professional organizations appropriate for continuing education. To become familiar with the organizational structure and basic functions of departments within hospitality and foodservice establishments.

COMPETENCIES: Students will be able to:	Course Number	Contact Hours	
		Lecture	Lab
1. Define hospitality and the philosophy of the hospitality industry.	HOS1301	2	
2. Trace the growth and development of the hospitality and tourism industry.	HOS1301	2	
3. Describe the various cuisines and contributions of leading culinarians.	HOS1301	2	
4. Identify professional organizations within the field; explain purposes and benefits.	HOS1301	2	
5. Outline the organization, structure and functional areas in various hospitality organizations as a perspective for later courses in menu planning, purchasing, food production and service, food and beverage controls, management, etc.	HOS1301	4	
6. Evaluate career opportunities through participation in field trips and guest speakers in class.	HOS1301	12	
7. Discuss/evaluate industry trends as they relate to career opportunities and the future of the industry.	HOS1301	3	
8. Discuss and evaluate industry trade periodicals.	HOS1301	2	
9. Discuss professional ethics practiced in the Industry.	HOS1301	2	
Total Hours:		31	

KNOWLEDGE AREA: Menu Planning

Course Number(s) and Titles Where Competencies are met (attach Course outlines/Syllabi):

HOS2301 Menu Design and Strategy

HOS2302 The Restaurant Industry

PURPOSE: To apply the principles of menu planning and layout to the development of menus for a variety of types of facilities and service.

COMPETENCIES: Students will be able to:	Course Number	Contact Hours	
		Lecture	Lab
1. List basic menu planning principles.	HOS2301	1	
2. Identify principles of menu layout and design.	HOS2301	4	
3. Create menu item descriptions following established truth-in-menu guidelines.	HOS2301	3	
4. Apply principles of nutrition to menu development.	HOS2301	1.5	
5. Determine menu prices utilizing proper cost controls and appropriate technology.	CUL2302 HOS2301	4.5	
6. Plan a variety of menus i.e. a la carte, cycle, ethnic, holiday, banquet, reception and buffet.	HOS2301	4	
7. Discuss importance of product mix, check average and their impact on profit contribution.	HOS2301	1.5	
8. Develop a menu layout for a foodservice operation.	HOS2301	3	
9. Discuss the availability of Food and Seasonal Menus.	HOS2301	1	
10. Discuss Menu Planning resources (Internet, professional and vendors).	HOS2301	2	
Total Hours:		25.5	

KNOWLEDGE	AREA:
Nutrition	

Course Number(s) and Titles Where Competencies are met (attach Course outlines/Syllabi):

PURPOSE: To describe the characteristics, functions, and food sources of the major nutrients and how to maximize nutrient retention in food preparation and storage. To apply the principles of nutrient needs throughout the life cycle to menu planning and food preparation.

COMPETENCIES: Students will be able to:	Course Number	Contact Hours	
		Lecture	Lab
1. Identify current USDA My Plate principles and food groups	CUL2307	2	
2. List the nutrient contributions of each food group	CUL2307	2	
3. Discuss the nine areas where dietary guidelines make recommendations.	CUL2307	2	
4. Develop recipes and menus using dietary guideline recommendations, food guides and food labels	CUL2307 HOS2301	2 1	
5. Evaluate recipes and menus using dietary guideline recommendations, food guides and food labels.	CUL2307	2	
6. Discuss characteristics, functions and best sources of each of the major nutrients.	CUL2307 HOS2301	2 1	
7. List the primary characteristics, functions and sources of vitamins, water and minerals.	CUL2307	2	
8. Describe the process of human digestion.	CUL2307	2	
9. Determine energy needs based upon basal metabolic rate and exercise expenditure.	CUL2307	2	
10. Discuss and demonstrate cooking techniques and storage principles and portion sizes for maximum retention of nutrients and effective weight management.	CUL2307	2	
11. Discuss exchange groups.	CUL2307	2	
12. Identify common food allergies and determine appropriate substitutions. (i.e. Gluten, sugar, lactose free)	CUL2307	2	
13. Discuss contemporary nutritional issues (i.e. vegetarianism, heart healthy menus and religious dietary laws).	CUL2307	2	
14. Apply emerging technologies (computerization) for nutrient analysis (i.e. Internet, recipe analysis software)	CUL2307	2	
15. Discuss marketing of healthy menu options	CUL2307	2	
16. Discuss weight management and exercise and nutrition over the life cycle.	CUL2307	2	

Total Hours:		34	
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KNOWLEDGE AREA: Purchasing and Receiving

Course Number(s) and Titles Where Competencies are met (attach Course outlines/Syllabi):

CUL1301 Applied Foodservice Sanitation

CUL2303 Meat and Seafood

HOS1302 Product ID and Quantity Food Purchasing

PURPOSE: To understand the overall concept of purchasing and receiving practices in quality foodservice operations. To apply knowledge of quality standards and regulations governing food products to the purchasing function. To receive and store food and non-food items properly.

COMPETENCIES: Students will be able to:	Course Number	Contact Hours	
		Lecture	Lab
1. Discuss the flow of goods in a foodservice operation.	HOS1302	1	
2. Discuss how HACCP practices are addressed in the purchasing, receiving, storing, and issuing procedures.	CUL1301 HOS1302	1.5 .5	
3. Describe formal and informal purchasing methods.	HOS1302	.5	
4. Analyze market fluctuations and product cost.	HOS1302	.5	
5. Discuss legal and ethical considerations of purchasing.	HOS1302	.5	
6. Explain regulations for inspecting and grading of meats, poultry, seafood, eggs, dairy products, fruits and vegetables.	HOS1302	.5	
7. Outline yield and quality grades and National Association of Meat Purveyors (NAMP) specifications for meats.	CUL2303 HOS1302	.5	
8. Write a bid specification.	HOS1302	.5	
9. Evaluate received goods to determine conformity with user specifications.	HOS1302	.5	
10. Receive and store fresh, frozen, refrigerated and staple goods. Describe the importance of receiving and inspecting product as it enters the facility.	HOS1302	.5	
11. Conduct yield and quality tests on items such as canned, fresh, frozen and prepared products.	HOS1302	.5	
12. Explain proper receiving and storing of cleaning supplies and chemicals.	HOS1302	.5	
13. Conduct a yield and cost comparison test of pre-fabricated products and on-premises prepared products.	HOS1302	.5	
14. Inventory food and non-food items using current technology.	HOS1302	.5	

15. Explain the procedures for rotation of stock and for costing and evaluating, including FIFO and LIFO.	HOS1302	.5	
16. Define and describe par stock.	HOS1302	.5	
17. Describe proper procedures of issuing product according to requisition.	HOS1302	.5	
18. Describe current computerized systems for purchasing and inventory control.	HOS1302	.5	
Total Hours:		10.5	

KNOWLEDGE AREA:**Sanitation****Course Number(s) and Titles Where Competencies are met (attach Course outlines/Syllabi):****CUL1301 Applied Foodservice Sanitation****PURPOSE:** To develop an understanding of the basic principles of sanitation and safety and to be able to apply them in the foodservice operations. To reinforce personal hygiene habits and food handling practices that protects the health of the consumer.

COMPETENCIES: Students will be able to:	Course Number	Contact Hours	
		Lecture	Lab
1. Identify microorganisms which are related to food spoilage and food-borne illnesses; describe their requirements and methods for growth.	CUL1301	1.5	
2. List and describe symptoms common to food-borne illnesses and list various ways these illnesses can be prevented.	CUL1301	1.5	
3. List and define the fundamentals of good personal hygiene.	CUL1301	1.5	
4. Demonstrate good personal hygiene and health habits in a laboratory setting.	CUL1302 CUL1303	.25	5
5. Demonstrate acceptable procedures when preparing potentially hazardous foods to include time/temperature principles.	CUL1302 CUL1303	.25	5
6. List the major causes of food spoilage.	CUL1301	1.5	
7. Define food spoilage indicators.	CUL1301	1.5	
8. Outline the flow of food through an establishment and list the various ways contamination may be prevented along the pathway.	CUL1301	1.5	
9. Outline the requirements for proper receiving and storage of both raw and prepared foods.	CUL1301	1.5	
10. Recognize sanitary and safety design and construction features of food production equipment and facilities. (i.e., NSF, UL, OSHA ADA, etc.).	CUL1301	1.5	
11. Describe types of cleaners and sanitizers and their proper use.	CUL1301	1.5	
12. Identify the seven HACCP Principles and the critical control points during all food handling processes as a method for minimizing the risk of food-borne illness.	CUL1301	1.5	

13. Review Material Safety Data Sheets (MSDS) and explain their requirements in handling hazardous materials. Discuss right-to-know laws.	CUL1301	1.5	
14. Develop cleaning and sanitizing schedule and procedures for equipment and facilities.	CUL1301	1.5	
15. Identify proper methods of waste disposal and recycling.	CUL1301	1.5	
16. Describe appropriate measures for insects, rodents and pest control eradication.	CUL1301	1.5	
17. Conduct a sanitation self-inspection and identify modifications necessary for compliance with standards.	CUL1301	1.5	
18. List common causes of typical accidents and injuries in the foodservice industry and outline a safety management program.	CUL1301	1.5	
19. Demonstrate appropriate emergency policies for kitchen and dining room injuries.	CUL1301	1.5	
20. Describe appropriate types and use of fire extinguishers used in the foodservice area.	CUL1302	.25	
21. Review laws and rules of the regulatory agencies governing sanitation and safety in foodservice operations.	CUL1301	1.5	
22. Identify food bio-terrorism laws and RFID technology and the impact these regulations and technology have on food safety and sanitation.	CUL1301	1.5	
Total Hours:		29.25	10

KNOWLEDGE AREA: Sustainability

Course Number(s) and Titles Where Competencies are met (attach Course outlines/Syllabi):

PURPOSE: Demonstrate the importance of a variety of sustainability practices and be able to implement them in foodservice operations as a means for controlling operating costs and for being good environmental stewards.

COMPETENCIES: Students will be able to:		Course Number	Contact Lecture	Hours Lab
1.	Sustainability through Purchasing/Procurement	HOS1302	1	
2.	Sustainability through Waste Control	CUL1301	.5	
3.	Sustainability through Energy Conservation	CUL1301	.5	
4.	Sustainability in Fabrication	CUL2303	2	4
5.	Sustainable/Community Centered Purchasing	HOS1302	.5	
6.	Sustainability through Water Conservation	CUL1301	.5	
7.	Sustainability – Purchasing “Cents”	HOS1302	.5	
8.	Sustainability through Recycling	CUL1301	.5	
9.	Sustainable Equipment = energy use	CUL1301	.5	
10.	Sustainability – Be a Leader in Sustainable Practices	CUL1301	.5	
Total Hours:			7	4

Sustainability Competency Suggestions:

1. Sustainability through Purchasing/Procurement
 - Identify environmentally friendly cleaning products and what common chemicals they can replace. Identify and compare costs.
 - Research/identify the benefits of using fiber textiles, including fiber textiles made from other recycled materials (e.g.; carpet, clothing, seat covers, towels, napkins, curtains, etc.)
 - Identify regularly purchased products that could be replaced with recyclable, reusable or Biodegradable items.
2. Sustainability through Waste Control
 - Define composting and the different types of composting methods.
 - Identify products appropriate for composting.
 - Identify the benefits to society of recycling.
 - Identify a variety of products that can be recycled in a foodservice operation.
 - Identify a variety of areas where waste control can be implemented in the kitchen.
 - Research recycling and composting policy in your municipality.
3. Sustainability through Energy Conservation
 - Develop a power up/power down worksheet for your facility.
 - Research variable speed hoods and describe their energy use.
 - Identify/research the cost benefit of replacing several large and small pieces of kitchen equipment with an energy saving model.
 - List places within the foodservice environment that is ideal for motion sensor switches.
 - Determine which light bulbs in your foodservice environment could be changed to CFL or LED bulbs resulting in cost savings.
 - List the pros and cons of using these types of bulbs, including the cost difference and long-term usage.
 - Identify energy and money saving plans for lighting.
 - Define “energy efficient.”

- List benefits of “energy efficient” equipment.
 - Identify proper pre-heating times for different kinds of kitchen ovens.
 - Develop a cleaning schedule for major equipment – stoves/coolers – and benefits (e.g.; longevity of equipment).
 - Identify several pieces of small equipment that require proper maintenance and cleaning to ensure efficiency.
4. Sustainability in Origin and Processing
- Define the concept of the “food mile.”
 - Discuss controlling the amount of food prepared in order to reduce waste; and what can be done with excess prepared food as an alternative to composting.
 - Identify a variety of protein products that can be purchased in your local area, and describe how you would procure them.
 - Identify the pros and cons of purchasing locally produced (raised) proteins.
 - Explain the pros and cons of purchasing organic foods.
 - Research the different ways of raising sustainable proteins.
5. Sustainable/Community Centered Purchasing
- Define ten (10) terms used to describe “sustainable” foods (e.g.; free range, organic, heritage, heirloom, rBGH-free, etc.)
 - Identify the pros and cons of purchasing locally.
 - Understand the concept of sustainable seafood, and list 10 fish that are on the red, yellow, and green lists.
 - Research the benefits and issues related to aquaculture and wild-caught fish, along with the different wild-caught fish methods.
 - List seafood that can be substituted for red-listed species, based on fish texture and flavor.
6. Sustainability through Water Conservation
- Survey all faucets to identify any leaks.
 - Identify simple steps to conserve water.
 - Identify the most energy efficient approved thawing process.
 - Research water efficient appliances
 - Research low flow aerators and identify which faucets are best suited for such devices.
 - Determine the cost of water in your municipality.
 - Describe how and why water pipes should be insulated.
7. Sustainability – Purchasing “Cents”
- Identify local purchasing sources for produce and fruits.
 - Identify seasonally specific products. Discuss the pros and cons of menuing seasonal products.
 - Identify the benefits and challenges of establishing a facility garden to provide produce and herbs for your kitchen.
 - Compare the price of non-local to local food.
8. Sustainability through Recycling
- Identify local source(s) for recycling fats, oils and grease.
 - Discuss the financial implications of recycling fats, oils and grease from a restaurant’s perspective.

- Identify items that contain batteries that should be recycled.
- Determine/research the cost benefit of recycling cardboard or another item.
- Identify one organization in your area that will recycle glass.
- List the post-consumer paper content in the paper products being used throughout the facility.
- Research how alternatives to paper towels compare in terms of sustainability.
- Identify and compare disposables, including single service items used within your facility that could be replaced with eco-friendly alternatives (e.g.; cups, plates, to-go containers, service ware, napkins, etc.)

9. Sustainable Equipment = energy use

- Determine what lights bulbs could be changed to CFL or LED bulbs resulting in cost savings.
- List the pros and cons of using these types of bulbs
- Identify at least 5 pieces of small equipment that require proper maintenance and cleaning to ensure efficiency
- Research the savings of several pieces of small equipment when replaced with newer energy efficient items
- Research the different types of hoods and describe their energy usage
- Determine the cost of electricity in your municipality
- Identify an instance where the usage of the proper equipment will save energy

10. Sustainability – Be a Leader in Sustainable Practices

- Research and identify three areas that can result in a cost benefit when sustainability initiatives are established in a foodservice establishment.
- Discuss the pros and cons of adding “energy awareness” to employee training materials.
- Discuss how to lead by example – closing doors, turning off lights, monitoring climate controls, following “power up” and “power down” schedules.
- Explain how following sustainable practices can improve your carbon footprint.
- Explain how sustainable practices can improve profitability through marketing efforts that drive business.