

RESTAURANT MANAGEMENT/CULINARY ARTS 1

Welcome to Restaurant Management/Culinary Arts 1 course online! This course is designed to develop skills, attitudes and behaviors required to be competent in the management of an eating facility and in the preparation of food in a restaurant establishment.

Communication

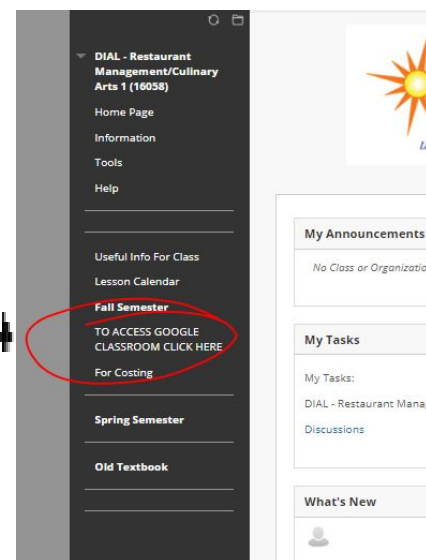
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Class Policies

This course will give you the opportunity to explore and learn about the career of restaurant management and food preparation as it pertains to the culinary arts field in a way you may not have had the opportunity to learn in before – online. As a student in an online course, you are responsible for your own learning. As your instructor I will support you in your learning process.

Here are some ways to make this a positive experience:

- Because this course is on-line, it is important for you to ask questions whenever you need to. If your question has to do with your grade or your progress in the course, you should email or call me.
- Even though this is an on-line class, we will still have many opportunities to work in groups and complete “hands-on” activities. Your class information and activities will be posted on Google Classroom. Initial ACCESS TO THE GOOGLE CLASSROOM SITE will be gained through Blackboard (http://courses.k12.sd.us). Log into Blackboard and click TO ACCESS GOOGLE CLASSROOM CLICK HERE. Here you will find tutorial videos and the link to our Google Classroom.
- In Blackboard and our Google Classroom your weekly assignment Calendar is available under the tab **WEEK'S LESSON**. It is the student's responsibility to open the Lesson Calendar everyday to see the assignment for the day. If you were absent or plan to be absent you will know what you need to make-up.



- It is important for you to do your own work on the assignments, projects and quizzes. It is also important for you and the other students at your site (if there are other students) to be able to figure things out together and to learn with each other. If you are not sure about how to complete an assignment, ask your classmates. If they aren't sure either, post a question to the class stream. Work together – but do your own work!
- You can contact your instructor at the email address above. I read my e-mail each day and will usually reply to your email within 3 hours. If I am going to be away from my email, I will let you know by email or by posting a message in *Announcements* in Google Classroom. NOTE: **DO NOT SUBMIT ASSIGNMENTS THROUGH EMAIL. ALL ASSIGNMENTS MUST BE UPLOADED TO GOOGLE CLASSROOM OR POSTED TO YOUR BLOG.**
- Your instructor can be reached by telephone at the numbers and times listed above. You or your parent/guardian can also ask me to schedule a video conference using MEET if we need to discuss an issue face to face.
- As your instructor I am interested in hearing your comments and questions concerning the course content. I am here to help you to learn the course material. If you are having problems with the course, or just need to ask a few questions please feel free to email me or ask your facilitator to help you contact me.

Course Goals

- 1RMCA 1.1 Classify historical events and influences in the food service industry.
- 1RMCA 1.2 Summarize job acquisition skills needed for successful employment.
- 1RMCA 1.3 Identify careers in the hospitality industry for employment and entrepreneurial endeavors.
- 1RMCA 2.2 Categorize potentially hazardous foods and food preparation practices.
- 1RMCA 2.3 Summarize proper food handling techniques.
- 1RMCA 3.1 Define safety procedures used to maintain a safe work environment.
- 1RMCA 3.2 Identify workplace hazards.
- 1RMCA 4.1 Execute basic kitchen skills used in food preparation.
- 1RMCA 4.2 Execute appropriate foodservice preparation techniques.
- 1RMCA 4.3 Apply effective mise en place through practice.
- 1RMCA 5.1 Classify the four essential parts of stock and the proper ingredients for each.
- 1RMCA 5.2 Identify and describe different types of fruits and vegetables.
- 1RMCA 5.3 Identify and describe different types of potatoes.
- 1RMCA 5.4 Identify and describe different types of grains and legumes.
- 1RMCA 6.1 Compare different communication methods and processes.
- 1RMCA 6.2 Explain the importance of customer service to the restaurant and food service industry.
- 1RMCA6.3 Demonstrate the different types of service used in the food service industry.

Textbooks and Instructional Materials

The textbook for this class is *Foundations of Restaurant Management and Culinary Arts, Level One* by the National Restaurant Association. The course will be using a variety of internet resources developed by the National Restaurant Association to enhance the textbook. Students will be completing the R-Serving or ServSafe Food Handlers Exam in order to become state certified.



Class Policies and Procedures

- Attendance and Class Time:

Since this class is on-line it is best for all those enrolled in the class at your school to work in the same room at the same time, so you can help each other. Use the assigned class time to work on the on-line course. It is easy to

fall behind and very difficult to catch up once you are behind. Your facilitator will take attendance and handle excuses when you are late or absent from class, according to the policies of your school. The course requires that you dress appropriately for the curriculum on days that you will be working with food products. It will be your responsibility to inform your facilitator if your chef's coat and apron need laundering and follow the rules for how your school wants to handle this. Knives, cutting boards, and all other kitchen equipment must be washed and stored properly to maintain the usability of the items throughout the course. This means that you will need to schedule the cleaning time into your class period schedule so you are not tardy to your next class period. It will also be your responsibility to inform the facilitator of the need for food items in order to complete food labs.

- Student Behavior:

A good work ethic is crucial to success in this course. Your facilitator will handle any discipline issues according to your school's discipline policy.

All assignments and projects must contain content that is appropriate for a K-12 classroom.

Assignments or projects containing inappropriate material will not be accepted and may result in a grade or a 0 or, in extreme cases, removal from the course.

Assignments and Projects

As stated above it is important that you complete your own assignments. It is also important to remember that using the ideas, works, pictures, or any other content developed by other people is illegal without their permission.

In order to be successful in an on-line class, you need to turn assignments and projects in promptly and consistently. For online classes use **UPCOMING** found on Schoology to stay current. Assignment reminders will also be posted on the Schoology under Upcoming from time to time, but always check on **UPCOMING** to see what is due that week. MOST assignments, blogs, and reflections will be due Sunday 11:59pm CENTRAL TIME. Checking the **UPCOMING** frequently is your responsibility.

Unexcused late assignments will always have points deducted.

Assignments not submitted for grading within a week after the due date will receive a "0" grade. Meeting the deadlines for your assignments is vital to earning a passing grade in this course.

- *How do I hand in my assignments?* This is done by submitting the assignments through the *Assignment* within each week's module. Please refer to the *First Day of Class Video* in **Week 1** if you are having problems, or please email the instructor so that we can resolve the situation. You **must** continue working through the course in order to finish by the end of the semester or semesters. I will be sending status reports to your facilitator at mid-term and quarter breaks.

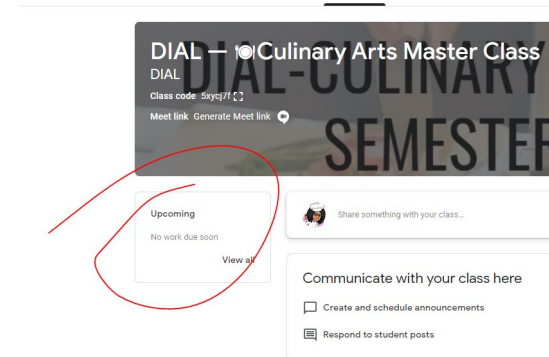
*Reminder: You are responsible for your learning in on-line classes more than in any other classroom situation!

If you are absent from school for a school related event or an illness, please allow some extra time devoted to work on this course, in order to get caught up. Check the **WEEK'S LESSONS** to stay-up-to-date!

- For those interested in furthering your culinary education at Mitchell Technical Institute or other culinary post secondary school email Mrs. Jordan and I can get you started on earning your Certificate of Achievement (COA) through the National Restaurant Association. Earning a COA can earn you college credit or tuition discounts.

Quizzes, Tests and Projects

Quizzes and tests will be part of the course. These will need to be proctored by your facilitator in order for credit to be given. Other assignments may have projects completed by the student in order to demonstrate your knowledge or skills gained. Producing a short video or a series of pictures of the completed product in food preparation may be used for assessing your progress in the course.



Each student will be required to develop a digital portfolio blog, reflecting on each week's lab assignments.

Grades

Assignments, quizzes and projects are graded based on the maximum number of points possible. The number of points allowed for each assignment, project or quiz is shown at the top of each assignment. The number of points that are earned will be divided by the points possible to determine your percentage. The percentage earned determines your course grade and will

be based on the grading scale used at your school. The percentage earned at the end of the course will be reported to your school and the grade assigned by your school.

State Competition

The South Dakota Retailers Association hosts a statewide culinary and management competition called the ProStart State Invitational in March. If you are interested in competing (culinary or management) please let Chef Jordan know!

BLOG POST RUBRIC

Blog Requirements:

- **paragraph 1** **5pt**
 - Introduce your blog with a "This week we...."

Optional: Photo of Mise or preparation

- **Paragraph 2** **5pt**
 - Explain your recipe and what are some techniques or tips you learned.
- **Paragraph 3** **5pt**
 - Describe your finished product, suggestions you'd have for yourself if you were to make it again.
- **Photo of Finished Product** **5pt**
- **Type out Recipe** **5pt**

_____/ 25 pts



DIAL Restaurant Management Tentative Weekly Schedule

Module 1: Introduction & SOP

Module 2: Skills in the Kitchen

Module 3: Digital Portfolio

Module 4: Kitchen Basics

Module 5: Kitchen Math

Module 6: Stocks, Soups, Sauces

Module 7: Food Safety/Food Handlers Card

1st Quarter

Week	Unit/Module/Topic	Assignments	Labs/Projects
1 8/19-8/23	Module 1	<p>After the Lecture Video begin your Blackboard Tutorial. You will submit different questionnaires using the different assignment formats in Blackboard so you can practice using the website.</p> <p>"First Day of Class Video Lecture" Watch the lecture. Topics covered in video:</p> <ul style="list-style-type: none"> ● What is ProStart Video ● Introduction of you teacher Mrs. Jordan ● Introduction of Class Expectations with a Syllabus Review ● Major Projects throughout the year 	<p>LAB#0.1</p> <p>Signature Dish Homework--Students will record themselves and upload video to blackboard or youtube, send link to Mrs. Jordan.</p>
2 8/26-8/30	Module 2	<p>Chapter 12pt 1 Knives lecture and Notes Lecture</p> <p>DEMOS: 1st Knife Safety 2nd How to Hold A Knife 3rd Let's Learn Mise en Place 4th Mrs. Jordan's Introductory primer Knife Skills</p>	<p>LAB: Demonstrate. The knife skills covered in this week's tutorial: Julienne, brunoise, batonnet, small dice, rondelle, diagonal, and chiffonade.</p> <p>Upload photos to Blackboard</p>

<p>3 9/2-9/6 No school Monday</p>	<p>Module 3</p>	<p>Chapter 12pt 2 Smallwares Digital Portfolio First watch the attached video titled DigitalPortfolioWatchMeFirst And Then The second portfolio video:</p> <p>What-To-Do-This Week</p> <ul style="list-style-type: none"> • Register and Pick out a Template • Add an About Page <p>Video" Welcome to the Kitchen and complete the handout.</p> <p>DEMO: How to cut onions, mince, and cutting peppers</p> <p>Blog #1 Knife Skills Blog #2 Pizza Cupcakes</p>	<p>LAB: Pizza Cupcakes</p>
<p>4 9/9-9/13</p>	<p>Module 4</p>	<p>Chapter 13 Video Lecture pt 1 and begin reading through Chapter 13 and fill out the Chapter Study Guide worksheet</p> <p>ASSIGNMENT: Read Apple Galette Recipe and develop a Mise En Place sheets for lab (read your recipe carefully) --upload copy of mise en place sheet on Blackboard</p> <p>DEMO: Watch Pie Dough Video</p> <p>DEMO: Watch RMCA 1 Day 2 Galette Filling</p> <p>DEMO: Baking Galette and Clarifying Butter Video</p> <p>Blog #3: Galette</p>	<p>LAB: Apple Galette & Clarifying Butter</p>
<p>5 9/16-9/20</p>	<p>Module 4</p>	<p>Chapter 13 Kitchen Basics Video Lecture Pt 2 Seasonings, Flavoring, Spices, and Herbs complete the Video Questions</p> <p>Spice Research</p> <p>DEMO: Philly Steak Sub</p>	<p>LAB: Philly Steak Sub</p>

		Blog #4 Philly Steak	
6 9/23-9/27	Module 4	Chapter 12 & 13 Test Study Guide Chapter 12 & 13 Test Spice Explorer Project	Spice Explorer Project Due
7 9/30-10/4	Module 5	Chapter 14 Kitchen Math DEMO: Pecan Encrusted Chicken Breast with Maple Cream Sauce Herbed Sauteed Fall Vegetables Read Chapter 14 Kitchen Math in textbook Watch Everyday Math in the Kitchen and complete Study Guide Packet Blog #5 Pecan Chicken and Vegetable	LAB: Pecan Encrusted Chicken Breast with Maple Cream Sauce Herbed Sauteed Fall Vegetables New knife cut: Paysanne
8 10/7-10/11 No school Friday	Module 5	Chapter 14 Kitchen Math Pt 1 Lecture pt 1 Measuring DEMO: Lean Doughs Blog #6 Lean Dough	LAB: Baking Bread Lean
9 10/14-10/18 No school Monday	Module 5	Chapter 14 Kitchen Math Pt2 (Conversions, EP, AP) Watch the Kitchen Math & Costing Presentation Lecture Pt 2 video Complete Converting Recipes Worksheet DEMO: Knoephla Soup AP vs EP Develop a Standardized Recipe and figure out EP vs AP Blog #7 Knoephla Soup w/ Standardized Recipe	LAB: Knoephla Soup

2nd Quarter

Week	Unit/Module/Topic	Assignments	Labs/Projects
10	Module 5	Chapter 14 Kitchen Math Pt3 (Costing)	LAB: Chocolate Chip Cookies

<p>10/21-10/25</p>		<p>Watch the Kitchen Math & Costing Presentation Lecture Pt 3 video Complete Costing For:</p> <ul style="list-style-type: none"> • Costing VOD Video • Complete the Costing Work Pages <p>DEMO: Chocolate Chip Cookies Convert recipe in half 3. Make Cookies (count how many cookies your group made) 4. Then cost out the ingredients to see how much 1 cookie costs and how much your "bakery" should sell them.</p> <p>Blog # 8 Chocolate Chip Cookies w/ Costing</p>	
<p>11 10/28-11/1</p>	<p>Module 5 Module 6</p>	<p>Chapter Test Study Guide Chapter 14 Test DEMO: Fettuccine Alfredo Blog #9 Fresh Pasta and Alfredo Sauce</p>	<p>LAB: Fettuccine Alfredo</p>
<p>12 11/4-11/8</p>	<p>Module 6</p>	<p>Read Chapter 17 and Watch the Chapter Lecture Pt 1 Stocks & Sauces Complete Assignments Demo: Rouxs DEMO: Biscuits and Gravy Blog # 10 Rouxs Blog #11 Biscuits and Gravy</p>	<p>LAB: Rouxs LAB: Biscuits and Gravy</p>
<p>13 11/11-11/15</p>	<p>Module 6</p>	<p>Watch Good Eats Hitting the Sauce and learn how to make a hollandaise with the COLD BUTTER method. DEMO: Traditional Hollandaise and Eggs Benedict DEMO: Veloute</p> <p>Mise en Place worksheet for week's labs Blog #12 Eggs Benedict & Veloute Sauce</p>	<p>LAB: Eggs Benedict LAB: Veloute</p>
<p>14 11/18-11/22</p>	<p>Module 6</p>	<p>Dessert Sauces/Plating DEMO: Plating techniques Watch Lecture on Soups Soup Bonanza Research Blog #13 Plating Brownies Blog #14 Chicken Noodle Soup</p>	<p>LAB: Brownies LAB: Plating with Sauce LAB: Chicken Noodle Soup</p>


15 11/25-11/29 Thanksgiving week	Module 6	Chapter Test Study Game Chapter 17 Test Blog #15 Soup	LAB: Student Choice (Soup)
16 12/2-12/6 Chef J @ ACTE Conference 3-6		Signature Dish Reheated Blog #16 Signature Dish Reheat Reflection	LAB: Signature Dish Reheated
17 12/9-12/13	Module 7	Dakota Food Safety Lessons 1-6	
18 12/16-12/20	Module 7 Dead Week	Dakota Food Safety Exam Final Exam Work Time Written Test Digital Portfolio 16 Blog Posts Uploaded Food Handlers Card Resume	


Shopping Lists For Labs

Week	Lab	Ingredients
1	Signature Dish	Student choice (should be completed as homework if not student will need to develop a shopping list)
2	Knife Skills	<ul style="list-style-type: none"> ● Leafy produce (lettuce is fine, this is just practice and will be discarded) ● Potatoes approx 4 per student ● Cylinder shape produce (Carrot or cucumbers work) 2 per student
3	Pizza Cupcakes	

		<ul style="list-style-type: none"> • 1 can Biscuit dough (the generic kind not pilsbury they get too fat with those flaky layers) PER GROUP • 1 bell pepper PER GROUP • 1 package of mini pepperonis or regular pepperoni quartered (each group will only need about 1/2 cup of pepperoni) • mozzarella cheese (1/2 cup per group) • Pizza sauce (1/2 cup per group) • 1 onion per student • fresh parsley (each group will only need a small handful to practice a mince)
4	Apple Galette & Clarifying Butter	<p>Apple Galette Per group</p> <ul style="list-style-type: none"> • 3/4 cups all-purpose flour • ½ tablespoon granulated sugar • 1/8 teaspoon salt • 1/4 cup plus 1 tablespoons cold butter • ½ large egg yolk, lightly beaten • 1/4 cup walnuts • 1 pounds tart apples (3 to 5), such as Pink Lady or Granny Smith • 1/4 cup firmly packed brown sugar • 1/8 teaspoon ground cinnamon • 1/2 large egg, beaten to blend with 1 tablespoon water <p>For Clarifying Butter</p> <ul style="list-style-type: none"> • Another 1 lb butter per group
5	Philly Steak Sub	<p>Per Person</p> <ul style="list-style-type: none"> • 1 tsp canola oil • ¼ cup julienned onions (from veggie pizza lab), thawed and patted dry • ¼ cup julienned peppers (from veggie pizza lab), thawed and patted dry • 4 oz deli sliced roast beef (any brand except for Budding), shredded in medium size strips • 2 slices of cheese (provolone is common, but American will do too) • 1 hot dog bun • Salt and pepper, TT (to taste)
7	Pecan Encrusted Chicken Breast with Maple Cream Sauce Herbed Sauteed Fall Vegetables	<p>Per group:</p> <ul style="list-style-type: none"> • 2 skinless, boneless chicken breasts • 1 tablespoon real maple syrup

		<ul style="list-style-type: none"> ● 1/2 cup chopped pecans ● 3 tablespoon all purpose flour ● 1/2 red bell peppers ● 1/2 sweet potato ● 1/2 Yukon Gold potatoes ● 1 teaspoon chopped fresh rosemary ● 2 teaspoons olive oil ● 1 teaspoon balsamic vinegar ● salt and freshly ground black pepper ● 3 tablespoon butter ● 1/2 cup vegetable oil ● 1/2 teaspoon fresh thyme ● 1/4 red onion ● 1/4 cup chopped shallots ● 2 1/2 tablespoons all-purpose flour ● 1/3 cup maple syrup or regular pancake syrup ● 1/4 cup whole grain or dijon mustard (reg mustard will do too) ● 1 1/2 cups heavy cream
8	Baking Lean Dough	<p>Per Group (makes two breads)</p> <ul style="list-style-type: none"> ● 1 lb 4 oz Bread Flour ● 5 grams Yeast ● 11.5 grams Salt
9	Knoephla Soup	<p>Per Group</p> <ul style="list-style-type: none"> ● Clarified butter from previous week ● Chicken Broth 1 carton (32 oz) ● 1 russet large potato ● 1/2 cup onion, minced (if you have some that was frozen from knife skills use it here) ● ¼ cup cream (or more for personal preference of creaminess) ● ¼ bag (9 oz) Dumplings (<i>in Pierre area, it is found in Lynns Dakotmart in Pierre -- in the freezer section by the doughnuts and fresh bakery bread in the case with the Gluten Free breads and frozen cakes</i>) NOTE: Prairie Pantry is the same as Baker Boy! ● Chives (for garnish)

		 <p style="text-align: center;">OR</p>
10	Chocolate Chip Cookies	<p>Per Group:</p> <ul style="list-style-type: none"> ● 3 oz sugar ● 3 oz brown sugar ● 1 stick butter, softened ● 1 egg ● 1/2 T Vanilla ● 6.5 oz flour ● 1/2 T Baking soda ● 1/2 t Salt ● 5 oz chocolate chips
11	Fresh Pasta & Fettuccine Alfredo	<p>Per Group</p> <p>For Pasta</p> <ul style="list-style-type: none"> ● 2 cups All Purpose Flour ● 2 tablespoons mince parsley ● pinch salt ● 2 eggs (or 1/2 cup Egg Beater) ● 1 tablespoon Extra Virgin Olive Oil <p>For Simple Alfredo Sauce</p> <ul style="list-style-type: none"> ● 1/2 cup shredded FRESH parmesan cheese (not the Kraft Grated kind!) plus more to thicken and garnish ● 2 cup heavy cream ● Salt & Pepper to taste
12	Rouxs	<p>Per person:</p> <ul style="list-style-type: none"> ● 3 Tbsp butter ● 3 Tbsp flour
12	Biscuits and Gravy	<p>Per Group:</p> <ul style="list-style-type: none"> ● 1 can (16.3 oz) Pillsbury® Grands!® refrigerated buttermilk biscuits ● 12 oz bulk pork sausage ● 1/3 cup all-purpose flour ● 1/2 teaspoon salt ● 1/4 teaspoon coarse ground black pepper ● 3 cups milk

13	Eggs Benedict	<p>Per Person</p> <ul style="list-style-type: none"> ● 1 Stick Butter ● 2 Eggs ● Lemon Juice ● 1 English Muffin ● 2 slices Canadian Bacon
13	Veloute	<ul style="list-style-type: none"> ● 1 cup Chicken Stock (Freeze extra stock for later soup labs-- measure remaining amount, place stock in ziplock bag write name of product and amount and date and freeze) ● 1 T Flour ● 1 T Butter
14	Brownies / Plating with Sauce	<ul style="list-style-type: none"> ● Packet (bagged) brownie mix <p>Read supplies needed for brownies (i.e. oil, eggs)</p>  <ul style="list-style-type: none"> ● Syrups (chocolate, caramel, strawberry etc) ● Chocolate Almond bark ● Powdered Sugar ● Heavy Whipping Cream
14	Chicken Noodle Soup	<p>Per Group</p> <p>1 tablespoon olive or vegetable oil</p> <p>1 cloves garlic, finely chopped</p> <p>¼ cup onions, diced</p> <p>½ cup carrots, sliced</p> <p>1 cup cooked chicken, cubed</p> <p>1 cup uncooked egg noodles</p> <p>1/2 tablespoon chopped fresh parsley or 1/2 teaspoon parsley flakes</p> <p>TT As a group decide if ad what spices/herbs you would like to incorporate into your soup. Want a little heat...add some cayenne pepper, want a more home-style Italian flavor....add a little thyme and or basil.</p>

		Pinch pepper 1 dried bay leaf 3 cups chicken broth
15	Student Choice (Soup)	Student choice student will need to develop a shopping list
16	Signature Dish Reheat	Student choice (should be completed as homework if not student will need to develop a shopping list