

**Hospitality and Tourism Career Cluster
Culinary Arts I
Course Number 20.53210**

Course Description:

As the second course in the Culinary Arts Career Pathway, the prerequisite for this course is Introduction to Culinary Arts. Culinary Arts I is designed to create a complete foundation and understanding of Culinary Arts leading to postsecondary education or a food-service career. This fundamentals course begins to involve in-depth knowledge and hands-on skill mastery of culinary arts.

Course Standard 1

HOSP-CAI-1

The following standard is included in all CTAE courses adopted for the Career Cluster/Pathways. Teachers should incorporate the elements of this standard into lesson plans during the course. The topics listed for each element of the standard may be addressed in differentiated instruction matching the content of each course. These elements may also be addressed with specific lessons from a variety of resources. This content is not to be treated as a unit or separate body of knowledge but rather integrated into class activities as applications of the concept.

Standard: Demonstrate employability skills required by business and industry.

The following elements should be integrated throughout the content of this course.

1.1 Communicate effectively through writing, speaking, listening, reading, and interpersonal abilities.

Person-to-Person Etiquette	Telephone and Email Etiquette	Cell Phone and Internet Etiquette	Communicating At Work	Listening
Interacting with Your Boss	Telephone Conversations	Using Blogs	Improving Communication Skills	Reasons, Benefits, and Barriers
Interacting with Subordinates	Barriers to Phone conversations	Using Social Media	Effective Oral Communication	Listening Strategies
Interacting with Co-workers	Making and Returning Calls		Effective Written Communication	Ways We Filter What We Hear
Interacting with Suppliers	Making Cold Calls		Effective Nonverbal Skills	Developing a Listening Attitude
	Handling Conference Calls		Effective Word Use	Show You Are Listening
	Handling Unsolicited Calls		Giving and Receiving Feedback	Asking Questions
				Obtaining Feedback
				Getting Others to Listen

Nonverbal Communication	Written Communication	Speaking	Applications and Effective Résumés
Communicating Nonverbally	Writing Documents	Using Language Carefully	Completing a Job Application
Reading Body Language and mixed Messages	Constructive Criticism in Writing	One-on-One Conversations	Writing a Cover Letter
Matching Verbal and Nonverbal communication		Small Group Communication	Things to Include in a Résumé
Improving Nonverbal Indicators		Large Group Communication	Selling Yourself in a Résumé

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Nonverbal Feedback		Making Speeches	Terms to Use in a Résumé
Showing Confidence Nonverbally		Involving the Audience	Describing Your Job Strengths
Showing Assertiveness		Answering Questions	Organizing Your Résumé
		Visual and Media Aids	Writing an Electronic Résumé
		Errors in Presentation	Dressing Up Your Résumé

1.2 Demonstrate creativity by asking challenging questions and applying innovative procedures and methods.

Teamwork and Problem Solving	Meeting Etiquette
Thinking Creatively	Preparation and Participation in Meetings
Taking Risks	Conducting Two-Person or Large Group Meetings
Building Team Communication	Inviting and Introducing Speakers
	Facilitating Discussions and Closing
	Preparing Visual Aids
	Virtual Meetings

1.3 Exhibit critical thinking and problem solving skills to locate, analyze and apply information in career planning and employment situations.

Problem Solving	Customer Service	The Application Process	Interviewing Skills	Finding the Right Job
Transferable Job Skills	Gaining Trust and Interacting with Customers	Providing Information, Accuracy and Double Checking	Preparing for an Interview	Locating Jobs and Networking
Becoming a Problem Solver	Learning and Giving Customers What They Want	Online Application Process	Questions to Ask in an Interview	Job Shopping Online
Identifying a Problem	Keeping Customers Coming Back	Following Up After Submitting an Application	Things to Include in a Career Portfolio	Job Search Websites
Becoming a Critical Thinker	Seeing the Customer's Point	Effective Résumés:	Traits Employers are Seeking	Participation in Job Fairs
Managing	Selling Yourself and the Company	Matching Your Talents to a Job	Considerations Before Taking a Job	Searching the Classified Ads
	Handling Customer Complaints	When a Résumé Should be Used		Using Employment Agencies
	Strategies for Customer Service			Landing an Internship
				Staying Motivated to Search

1.4 Model work readiness traits required for success in the workplace including integrity, honesty, accountability, punctuality, time management, and respect for diversity.

Workplace Ethics	Personal Characteristics	Employer Expectations	Business Etiquette	Communicating at Work
Demonstrating Good Work Ethic	Demonstrating a Good Attitude	Behaviors Employers Expect	Language and Behavior	Handling Anger
Behaving Appropriately	Gaining and Showing Respect	Objectionable Behaviors	Keeping Information Confidential	Dealing with Difficult Coworkers
Maintaining Honesty	Demonstrating Responsibility	Establishing Credibility	Avoiding Gossip	Dealing with a Difficult Boss
Playing Fair	Showing Dependability	Demonstrating Your Skills	Appropriate Work Email	Dealing with Difficult Customers
Using Ethical Language	Being Courteous	Building Work Relationships	Cell Phone Etiquette	Dealing with Conflict

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Showing Responsibility	Gaining Coworkers' Trust		Appropriate Work Texting	
Reducing Harassment	Persevering		Understanding Copyright	
Respecting Diversity	Handling Criticism		Social Networking	
Making Truthfulness a Habit	Showing Professionalism			
Leaving a Job Ethically				

1.5 Apply the appropriate skill sets to be productive in a changing, technological, diverse workplace to be able to work independently and apply team work skills.

Expected Work Traits	Teamwork	Time Management
Demonstrating Responsibility	Teamwork Skills	Managing Time
Dealing with Information Overload	Reasons Companies Use Teams	Putting First Things First
Transferable Job Skills	Decisions Teams Make	Juggling Many Priorities
Managing Change	Team Responsibilities	Overcoming Procrastination
Adopting a New Technology	Problems That Affect Teams	Organizing Workspace and Tasks
	Expressing Yourself on a Team	Staying Organized
	Giving and Receiving Constructive Criticism	Finding More Time
		Managing Projects
		Prioritizing Personal and Work Life

1.6 Present a professional image through appearance, behavior and language.

On-the-Job Etiquette	Person-to-Person Etiquette	Communication Etiquette	Presenting Yourself
Using Professional Manners	Meeting Business Acquaintances	Creating a Good Impression	Looking Professional
Introducing People	Meeting People for the First Time	Keeping Phone Calls Professional	Dressing for Success
Appropriate Dress	Showing Politeness	Proper Use of Work Email	Showing a Professional Attitude
Business Meal Functions		Proper Use of Cell Phone	Using Good Posture
Behavior at Work Parties		Proper Use in Texting	Presenting Yourself to Associates
Behavior at Conventions			Accepting Criticism
International Etiquette			Demonstrating Leadership
Cross-Cultural Etiquette			
Working in a Cubicle			

Support of CTAE Foundation Course Standards and Georgia Standards of Excellence L9-10RST 1-10 and L9-10WHST 1-10:

Georgia Standards of Excellence ELA/Literacy standards have been written specifically for technical subjects and have been adopted as part of the official standards for all CTAE courses.

Course Standard 2

HOSP-CAI-2

Examine and apply the principals of food sanitation and safety in foodservice operations and kitchen environments to achieve a nationally recognized food safety certificate.

- 2.1 Identify the characteristics of potentially hazardous foods, recognize risks associated with high risk populations, and list the reasons of keeping food safe through SERVSAFE applications.
- 2.2 Identify personal behaviors that can contaminate food and demonstrate good personal hygiene and health habits, including proper hand washing.
- 2.3 Identify and categorize microorganisms related to food spoilage and food-borne illnesses; describe their requirements and methods for growth.
- 2.4 List and identify the major reasons for and recognize signs of food spoilage and contamination.
- 2.5 Identify and describe methods to prevent biological, chemical and physical contaminants and methods to prevent contamination of food and differentiate between food-borne intoxication, infections and toxin-mediated infections.
- 2.6 Identify common allergens and major food-borne illnesses, including associated symptoms, and methods of prevention.
- 2.7 Demonstrate proper receiving and storage of both raw and prepared foods, including identification of appropriate storage temperatures for perishable and semi-perishable foods.
- 2.8 List and demonstrate food handling, preparation and storage techniques that prevent cross contamination between raw and ready-to-eat foods and between animal or fish, including sources of other potentially hazardous food products.
- 2.9 Identify the factors that affect the growth of food-borne pathogens, FAT TOM, and explain how time and temperature guidelines can reduce growth of microorganisms.
- 2.10 Examine current types and proper uses of cleaning materials and sanitizers and demonstrate procedures for cleaning and sanitizing utensils, equipment, and facilities.
- 2.11 Demonstrate waste disposal and recycling methods and describe appropriate measures for insect, rodent, and pest control.
- 2.12 Demonstrate maintenance of necessary records to document time and temperature control, employee health, equipment maintenance, and other food preparation and storage.
- 2.13 Describe food security and identify differences between food safety and food security.
- 2.14 Identify and re-examine basic safety practices such as lifting and carrying, including basic first aid.
- 2.15 Identify the principles of Hazard Analysis and Critical Control Points (HACCP), relating to the flow of food through the foodservice operation.
- 2.16 Identify the history, purpose and requirements of Occupational Safety and Health Administration (OSHA) relating to food-service operations and emphasize the use of equipment, such as meat slicers and mandolines and age restrictions of employees.
- 2.17 Follow state and local sanitation and safety codes.
- 2.18 Demonstrate the proper use, care, and cleaning of commercial food-service equipment and facilities.
- 2.19 Validate student's knowledge and understanding of the food safety and sanitation principles by administering to the student a nationally recognized food safety certification assessment such as SERVSAFE's Food Protection Manager Certification. (Students who do not successfully pass the SERVSAFE or equivalent national exam must pass an academically challenging and rigorous "in-house" exam similar to the national assessments).

Course Standard 3

HOSP-CAI-3

Acquire and apply basic knowledge of using and maintaining professional kitchen equipment.

- 3.1 Demonstrate proper procedures for cleaning and maintaining professional kitchen equipment including ranges, convection ovens, deep fat fryers, steam cabinets, floor mixers, steam jacket kettles, tilt skillets, grills, griddles, microwave ovens, refrigerators and freezers, etc.
- 3.2 Demonstrate operation of professional kitchen equipment to include but not limited to ranges, mixers, microwave ovens, steam cabinets, deep fat fryers, steam tables, ranges, broilers, and reach-in refrigerators and freezers, etc.
- 3.3 Demonstrate the proper manual cleaning for dishes, glassware, flatware, pots and pans, etc.
- 3.4 Demonstrate the proper dish machine cleaning procedures for dishes, glassware, flatware etc. (if applicable).
- 3.5 Show how to properly store food supplies in reach-in and walk-in refrigerators, and walk-in freezers.
- 3.6 Demonstrate the proper use of the various measuring tools such as ladles, scales, scoops, and measuring cups and spoons to weigh, measure, and portion.
- 3.7 Demonstrate proper use of food processors, table top mixers, blenders, brewing equipment for coffee and tea, ice cream freezers, portable induction ranges, portable butane burners.
- 3.8 Explain the function and use of hot and cold holding and serving equipment.
- 3.9 Demonstrate the proper use of chemicals used in the kitchen, including detergents, degreasers, oven cleaners and sanitizers.
- 3.10 Demonstrate an understanding of the rules, legal and safety issues regarding the use of a meat slicer and where applicable the operation of a meat slicer.
- 3.11 Demonstrate, with instructor supervision, the various uses of a mandoline.
- 3.12 Distinguish between the various metals and the properties used for small wares, pots and pans, and fixed equipment.

Course Standard 4

HOSP-CAI-4

Demonstrate basic knowledge in business and culinary math skills.

- 4.1 Identify and use weights and measures to demonstrate proper scaling and measurement techniques including both U.S. measurements and metric measurements.
- 4.2 Demonstrate, solve, and apply standard recipe conversions.
- 4.3 Convert standardized recipes to metric measurements.
- 4.4 Develop and use a list of equivalent measurements of various ingredients.
- 4.5 Calculate “as purchased” and “edible portions” yields for various food items including vegetables, meats, poultry and seafood.

Course Standard 5

HOSP-CAI-5

Identify and demonstrate the principles and processes of cooking in a professional kitchen.

- 5.1 Identify and demonstrate the use of fresh and dried herbs and spices, spice blends, oils, vinegars, marinades, and dry rubs.

- 5.2 Apply effective “mise en place” through lab practice.
- 5.3 Demonstrate competency skills for the proper knife cuts such as julienne, battonnet, brunoise, paysanne, small, medium, and large dice, rondele, concasse and oblique.
- 5.4 Demonstrate cooking techniques such as blanching and sweating.
- 5.5 Discuss applicability to a food-service operation of convenience, value-added, further processed, or par-cooked food items.
- 5.6 Fabricate a whole chicken and explain the concept of cost and wholesale/retail pricing on whole versus parts.

Course Standard 6

HOSP-CAI-6

Examine the various cooking methods, techniques, and preparations such as dry heat, combination and moist heat methods. Perform basic food preparations of poultry, meat, dairy, fruits, and vegetables using proper commercial kitchen equipment and techniques to examine these fundamental methods, as applied in a commercial kitchen.

- 6.1 Prepare a variety of food ingredients and recipes using moist heat cooking method including blanching, boiling, steaming, and poaching.
- 6.2 Prepare a variety of food ingredients and recipes using dry cooking methods, including sauté, pan frying, deep-frying, baking, roasting, grilling, and broiling.
- 6.3 Prepare a variety of ingredients and recipes using combination-cooking methods including braising and stewing.
- 6.4 Define and prepare basic chicken, vegetable and meat stocks.
- 6.5 Define and prepare sauces including the five mother sauces and their common derivatives.
- 6.6 Define and prepare soup types including consommé, clear and cream soups, regional and international soups.
- 6.7 Identify and prepare various breakfast foods to include breakfast meats, eggs, cereals, and batter products.
- 6.8 Roast whole garlic and utilize in a recipe.

Course Standard 7

HOSP-CAI-7

Identify and apply fundamentals of baking in the preparation and production of baked food products and will identify and use equipment normally found in the bakeshop.

- 7.1 Define basic baking terms; identify fixed equipment, small wares and utensils used in baking and describe their proper use and care.
- 7.2 Identify ingredients used in baking, describing their properties, and listing their functions and uses in recipes.
- 7.3 Convert baking recipes to metric measurements.
- 7.4 Define baker’s formula for use in recipes development and demonstrate the use of a baker’s scale.
- 7.5 Prepare non yeast baked goods to include biscuits, quick breads, muffins, basic pie dough, fruit pies, and cookie varieties using recipes converted to metric measurements.

Course Standard 8

HOSP-CAI-8

Examine the nutritional concepts that affect the food service industry today with emphasis on a healthy diets, allergies, and obesity issues.

- 8.1 Analyze and develop a daily and week personal menu that reflects the RDI values including the six major nutrients and caloric daily intakes.
- 8.2 Identify and demonstrate appropriate serving sizes and portion control as related to dietary needs as compared to current industry trends with specific emphasis on obesity.
- 8.3 Examine current trends and issues in food and nutrition, fad diets and proper weight loss techniques and discuss how they fit in healthy menu options.

Course Standard 9

HOSP-CAI-9

Apply fundamentals of human relations and management skills in both personal and professional aspects and levels.

- 9.1 Identify and exhibit appropriate oral and written communications on a personal and professional level.
- 9.2 Identify and research management leadership and describe leadership qualities such as honesty and integrity, fairness, responsible behavior, ethical work habits, passion for goals, positive attitude, initiative, enthusiasm and empathy.
- 9.3 Select a management crisis situation and role play the scenario and solutions to managing the situation.
- 9.4 Research proper dress, dining etiquette, verbal communication skills and appropriate behaviors during a job interview and perform a mock job interview with student demonstrating proper dress, behavior and communication skills.
- 9.5 Research the various “do’s and don’ts” of the behaviors involved in being employed.
- 9.6 Prepare or update personal resume; prepare job applications, letters of recommendations and thank you notes.
- 9.7 Maintain a personal portfolio to include documents supporting skills and creative talents, awards, assessments, etc.
- 9.8 Identify and research legal issues of employment to include sexual harassment, discriminations, American Disabilities Act, work hour issues, overtime pay, progress discipline, terminations; Georgia “Right to Work” status, I-9 forms, and E-Verify program.
- 9.9 Analyze stress and conflict resolution in the workplace.

Course Standard 10

HOSP-CAI-10

Identify and apply menu planning fundamentals for various food-service types and for various diets and allergies.

- 10.1 Identify and research basic written menu planning principles discussing the various types of restaurant menus: a la carte, table d’hote, California, du jour, and cycle and their importance to the overall operation of the facility.
- 10.2 Identify and describe various foodservice restaurant styles such as quick service, casual, family dining, institutional (contract food services), and fine dining.
- 10.3 Identify menu requirements for various diets such as food allergies, vegetarian, reduced sodium, and/or low calorie.
- 10.4 Analyze various restaurant menus and identify standard menu layout and design concept.

- 10.5 Create and design a menu layout for a fictitious restaurant with menu item descriptions that follow established truth-in-menu guidelines. Define terminology for classical French garnishes for hot foods and incorporate in menu descriptions.
- 10.6 Write a catering menu for a fictitious catering business using descriptive selling terminology to include entrees, salads, appetizers, beverages and desserts.

Course Standard 11

HOSP-CAI-11

Identify various foods used in a commercial kitchen and bake shop and analyze the purchasing procedures for each.

- 11.1 Analyze the requirements for selecting food, chemical, and disposable product purveyors.
- 11.2 Research the concept of product purchasing specifications and their importance in purchasing decisions and identify product specifications for purchasing meat, poultry, seafood, dairy and staple food items.
- 11.3 Identify terminology used to classify sizes, types and quantities of meats, poultry, seafood, dairy products, fresh fruits and vegetables, canned food products, including definitions such as can sizes and bushel and peck measurements.
- 11.4 Research methods for determining price comparisons on specified products based on wholesale purveyor price lists.
- 11.5 Using a wholesale price list determine the recipe cost per serving for various recipes used in your kitchen labs.
- 11.6 Research and explain the effect seasonality of fresh fruit and vegetables has on availability and pricing and the impact on menu planning and purchasing decisions. Including the pros and cons related to product sustainability, food miles, and “carbon footprints.”