

**Institution School Name (type here): LAMAR UNIVERSITY**

## Required Knowledge & Skills Competencies (RK & SC) Template

### Postsecondary – Culinary Arts Certificate and Diploma

#### Knowledge Areas and Contact Hours Summary

| Date Section Completed             | Page(s) | Knowledge Area                           | Contact Hours |     |
|------------------------------------|---------|--|---------------|-----|
|                                    |         |  | Lecture       | Lab |
|                                    | 3       | Basic Baking                             |               |     |
|                                    | 4       | Beverage Management                      |               |     |
|                                    | 5       | Business and Math Skills                 |               |     |
|                                    | 6       | Dining Room Service                      |               |     |
|                                    | 7-11    | Food Preparation                         |               |     |
|                                    | 12-13   | Garde Manger                             |               |     |
|                                    | 14      | Human Relations Management               |               |     |
|                                    | 15      | Introduction to the Hospitality Industry |               |     |
|                                    | 16      | Menu Planning                            |               |     |
|                                    | 17      | Nutrition                                |               |     |
|                                    | 18      | Purchasing and Receiving                 |               |     |
|                                    | 19-20   | Sanitation                               |               |     |
| <b>Total Program Contact Hours</b> |         |  |               |     |

**Instructions**

1. The purpose of completing this Competencies template is for you to demonstrate where each knowledge area is being taught in your program and how much approximate time is spent on each competency. All Competencies must be taught, either through lecture, or lab, or a combination of both.
2. List up to four primary course #'s / titles where competencies are taught in the spaces provided (a.–d.).
3. For each Competency list the course(s) with course prefixes where the competency is taught. Then list approximate amount of contact hours (not credit hours) taught for this competency in lecture and lab hours. Minutes can be described in decimals (i.e. .25, .5, or .75).
4. Write the Total Contact Hours (Lecture and Lab) for each Knowledge area in the space provided at the end of each area and on the front page.

Note: The Total Program Contact Hours listed on the front page should be approximately the same number of hours listed as your contact hours on the first page of the application. An approximate total is sufficient, since these numbers cannot always be exact.

5. We recommend that you have the instructor/faculty member teaching each particular competency knowledge area complete his/her course's portion of the template for the Self Study. It will match their course syllabi and should be easier for them to match up courses and hours.
6. Please don't hesitate to contact us at the ACFEF National Office if you have any questions regarding the completion of this template.

**Example:****Knowledge Area: Sanitation****Purpose:**

- To develop an understanding of the basic principles of sanitation and safety and 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.

**Instructions:**

1. List up to four primary course prefixes, #s and titles where competencies are met in the spaces provided below:

|   |   |    |    |
|---|---|----|----|
| a. <b>CUL 110 Safety &amp; Sanitation</b> | b. <b>CUL 220 Safety &amp; Sanitation</b> | c. | d. |
|---|---|----|----|

2. Provide Course Prefix and #s, and Contact Hours (lecture and lab) for each competency listed below.

| Competencies students will be able to:  | Course Prefix and #              | Contact Hours        |                        |
|---|----------------------------------|----------------------|------------------------|
|   |                                  | Lecture              | Lab                    |
| 1. Identify microorganisms which are related to food spoilage and food-borne illnesses; describe their requirements and methods for growth. | <b>CUL 110</b><br><b>CUL 220</b> | <b>1</b><br><b>1</b> | <b>2</b><br><b>1.5</b> |

## Required Knowledge and Skills Competencies: Postsecondary – Culinary Arts Certificate and Diploma

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**Knowledge Area: Basic Baking****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.

**Instructions:**

1. List up to four primary course prefixes, #s and titles where competencies are met in the spaces provided below:

|    |    |    |    |
|----|----|----|----|
| a. | b. | c. | d. |
|----|----|----|----|

2. Provide Course Prefix and #, and Contact Hours (lecture and lab) for each competency listed below.

| Competencies students will be able to:   | Course Prefix and #                    | Contact Hours |           |
|--|--|---------------|-----------|
|  |  | Lecture       | Lab       |
| 1. Define baking terms.  | FCSC 1301,1315, 2303, 2324, 3324       | 5             | 5         |
| 2. Identify equipment and utensils used in baking and discuss proper use and care.                           | FCSC 1301,1315, 2303, 2324, 3324       | 1             | 4         |
| 3. Demonstrate proper selection of equipment and utensils for specific application.                          | FCSC 1315, 2303                        | 2             | 5         |
| 4. Identify ingredients used in baking.  | FCSC 1301, 1315, 2303, 2324, 3324      | 5             | 5         |
| 5. Demonstrate proper scaling and measurement techniques.  | FCSC 1315, 2303                        | .5            | 3         |
| 6. Apply basic math skill to recipe conversions.   | FCSC 1301,1315, 2303, 2324, 3315, 3324 | 3             | 6         |
| 7. Describe properties and list function of various ingredients.   | FCSC 1315, 2303, 2324, 3324            | 6             | 4         |
| 8. Define and describe the steps in the production of yeast-leavened breads.                                 | FCSC 1315, 2303, 2324                  | 2             | 8         |
| 9. Define and describe quick-breads and the mixing methods utilized to produce them.                         | FCSC 1315, 2303                        | 2             | 4         |
| 10. Define and describe the various types of pies and tarts and the mixing methods utilized to produce them. | FCSC 1315, 2303, 2324                  | 1             | 6         |
| 11. Define and describe the variety of cookie types and the mixing methods utilized to produce them.         | FCSC 2303                              | 2             | 8         |
| 12. Define and describe the variety of cake types and the mixing methods utilized to produce them.           | FCSC 2303, 2324                        | 1             | 3         |
| 13. Produce a variety of types of cookies, quick breads, cakes and basic breads.                             | FCSC 1301,1315, 2303, 2324, 3324       | 3             | 23        |
| <b>Total Contact Hours</b>   |  | <b>33.5</b>   | <b>94</b> |

**Knowledge Area: Beverage Management****Purpose:**

- To become familiar with 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.

**Instructions:**

1. List up to four primary course prefixes, #s and titles where competencies are met in the spaces provided below:

|    |    |    |    |
|----|----|----|----|
| a. | b. | c. | d. |
|----|----|----|----|

2. Provide Course Prefix and #, and Contact Hours (lecture and lab) for each competency listed below.

| Competencies students will be able to:             | Course Prefix and #        | Contact Hours |           |
|--|----------------------------|---------------|-----------|
|  |                            | Lecture       | Lab       |
| 1. Evaluate the relationship of beverages to food. | FCSC 2370, 2372,<br>2324   | 24            | 20        |
|  | <b>Total Contact Hours</b> | <b>24</b>     | <b>20</b> |

**Knowledge Area: Business and Math Skills****Purpose:**

- To perform mathematical functions related to foodservice operations.

**Instructions:**

1. List up to four primary course prefixes, #s and titles where competencies are met in the spaces provided below:

|    |    |    |    |
|----|----|----|----|
| a. | b. | c. | d. |
|----|----|----|----|

2. Provide Course Prefix and #, and Contact Hours (lecture and lab) for each competency listed below.

| Competencies students will be able to:                               | Course Prefix and #   | Contact Hours |           |
|--|---|---------------|-----------|
|  |   | Lecture       | Lab       |
| 1. Perform basic math functions.                                     | FCSC 1301, 1315, 1373, 2303, 2314, 2324, 2370, 2372, 3314, 3315, 3360 | 15            | 18        |
| 2. Calculate food costs and percentages to determine selling prices. | FCSC 1301, 1315, 1373, 2303, 2314, 2324, 2370, 2372, 3314, 3315, 3360 | 34            | 15        |
| 3. Perform recipe yield conversions.                                 | FCSC 1301, 1315, 1373, 2303, 2324, 3314, 3315, 3360                   | 16            | 14        |
| 4. Perform the process of recipe costing.                            | FCSC 1301, 1315, 1373, 2303, 2314, 2324, 2370, 2372, 3314, 3315, 3360 | 17            | 15        |
| 5. Determine selling price of menu items.                            | FCSC 2314, 2324, 2370, 2372, 3314, 3315, 3360                         | 15            | 8         |
| <b>Total Contact Hours</b>   |   | <b>97</b>     | <b>70</b> |

**Knowledge Area: Dining Room Service****Purpose:**

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

**Instructions:**

1. List up to four primary course prefixes, #s and titles where competencies are met in the spaces provided below:

|    |    |    |    |
|----|----|----|----|
| a. | b. | c. | d. |
|----|----|----|----|

2. Provide Course Prefix and #, and Contact Hours (lecture and lab) for each competency listed below.

| Competencies students will be able to:   | Course Prefix and #         | Contact Hours |             |
|--|-----------------------------|---------------|-------------|
|  |                             | Lecture       | Lab         |
| 1. Demonstrate the general rules of table settings and service.                          | FCSC 2370, 2372, 3315, 3360 | 6             | 21.5        |
| 2. Describe American, English, French and Russian Service.                               | FCSC 2372, 3360             | 7             | 6           |
| 3. Discuss service methods such as banquets, buffets and catering and a la carte.        | FCSC 2372, 3360             | 6             | 9           |
| 4. Explain inter-relationships and work flow between dining room and kitchen operations. | FCSC 2372, 3313, 3360       | 20            | 9           |
| <b>Total Contact Hours</b>   |                             | <b>98</b>     | <b>45.5</b> |

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**Knowledge Area: Food Preparation****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.

**Instructions:**

1. List up to four primary course prefixes, #s and titles where competencies are met in the spaces provided below:

|    |    |    |    |
|----|----|----|----|
| a. | b. | c. | d. |
|----|----|----|----|

2. Provide Course Prefix and #, and Contact Hours (lecture and lab) for each competency listed below.

| Competencies students will be able to:   | Course Prefix and #                                 | Contact Hours |     |
|--|---|---------------|-----|
|  |   | Lecture       | Lab |
| 1. Demonstrate knife skills, hand tool and equipment operation, emphasizing proper safety techniques.        | FCSC 1301, 1315, 2324, 3313, 3315                   | 7             | 14  |
| 2. Identify the parts/components of a recipe.  | FCSC 1301, 1315, 1373, 2303, 3360                   | 2             | 10  |
| 3. Describe and use a standardized recipe.   | FCSC 1301, 1315, 1373, 2303, 3360, 3315             | 2             | 8   |
| 4. Identify and use utensils, pots and pans and demonstrate safe practices using stoves, mixers, ovens, etc. | FCSC 1301, 1315, 2303, 2324, 3313, 3324, 3360, 3315 | 10            | 40  |
| 5. Define and describe the sautéing process.   | FCSC 1301, 1315, 2324, 2372, 3313, 3324, 3360, 3315 | 1             | 4   |
| 6. Prepare a variety of foods using the sauté techniques.  | FCSC 1301, 1315, 2324, 3324, 3360, 3315             | 0             | 4   |
| 7. Evaluate the quality of sautéed items.  | FCSC 1301, 1315, 2324, 3324, 3360, 3315             | .5            | 4   |
| 8. Define and describe the processes of pan-frying and deep-frying.  | FCSC 1301, 1315, 2324, 3324, 3360                   | 1             | 4   |
| 9. Fry a variety of food products to their proper doneness.  | FCSC 1301, 1315, 2324, 3324, 3360                   | 0             | 6   |
| 10. Evaluate the quality of fried foods.   | FCSC 1301, 1315, 2324, 3324, 3360                   | .5            | 1   |
| 11. Define and describe the roasting and baking processes.   | FCSC 1301, 1315, 2324, 3324, 3360                   | 1             | 4   |
| 12. Compare and contrast roasting to baking, poleing, smoke-roasting and spit-roasting.                      | FCSC 1301, 1315, 2324, 3324, 3360                   | 1             | 0   |

**Knowledge Area: Food Preparation (continued)**

| Competencies students will be able to:  | Course Prefix and #                     | Contact Hours |     |
|---|---|---------------|-----|
|   |   | Lecture       | Lab |
| 13. Roast meats, poultry, and fish to the correct doneness to develop the best flavor and texture in the finished dish. | FCSC 1301, 1315, 2324, 3324, 3360, 3315 | 1             | 10  |
| 14. Evaluate the quality of roasted items.  | FCSC 1301, 1315, 2324, 3324, 3360       | .5            | 1   |
| 15. Define and describe the barbecue process.   | FCSC 1315, 2324, 3324, 3360, 3315       | 1             | 0   |
| 16. Select and prepare meats and seasonings and barbecue them to the appropriate doneness.                              | FCSC 1315, 2324, 3324, 3360, 3315       | .5            | 3   |
| 17. Evaluate the quality of barbecued items.  | FCSC 1315, 2324, 3324, 3360, 3315       | .5            | 1   |
| 18. Define and describe the process of grilling and broiling.   | FCSC 1301, 1315, 2324, 3324, 3360, 3315 | 1             | 0   |
| 19. Grill and broil foods to the proper doneness.   | FCSC 1301, 1315, 2324, 3324, 3360, 3315 | 1             | 24  |
| 20. Evaluate the quality of grilled and broiled items.  | FCSC 1301, 1315, 2324, 3324, 3360, 3315 | .5            | 1   |
| 21. Define and describe the processes of braising and stewing, noting the similarities and differences.                 | FCSC 1301, 1315, 2324, 3324, 3360       | 1             | 0   |
| 22. Braise and stew foods to the proper doneness.   | FCSC 1315, 2324, 3324, 3360             | 0             | 6   |
| 23. Evaluate the quality of braised and stewed items.   | FCSC 1315, 2324, 3324, 3360             | .5            | 6   |
| 24. Define and describe the process of shallow-poaching.  | FCSC 1315, 2324, 3324, 3360, 3315       | 1             | 0   |
| 25. Prepare shallow-poached foods properly and produce a sauce that incorporates the cooking liquid.                    | FCSC 1315, 2324, 3324, 3360, 3315       | 0             | 3   |
| 26. Evaluate the quality of shallow-poached items.  | FCSC 1315, 2324, 3324, 3360, 3315       | .5            | 1   |
| 27. Define poaching and simmering and correctly identify the temperature range at which each occurs.                    | FCSC 1315, 2324, 3324, 3360, 3315       | 1.5           | 0   |
| 28. Poach and simmer foods to the proper doneness.  | FCSC 1315, 2324, 3324, 3360, 3315       | 0             | 10  |
| 29. Evaluate the quality of poached and simmered foods.   | FCSC 1315, 2324, 3324, 3360, 3315       | .5            | 1   |



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**Knowledge Area: Food Preparation (continued)**

| Competencies students will be able to:   | Course Prefix and #                                       | Contact Hours |     |
|--|---|---------------|-----|
|  |   | Lecture       | Lab |
| 30. Define and describe the boiling and steaming process.  | FCSC 1301, 1315, 2324, 3324, 3360, 3315                   | 1             | 0   |
| 31. Prepare boiled and steamed foods to the proper doneness.   | FCSC 1301, 1315, 2324, 3324, 3360, 3315                   | 0             | 12  |
| 32. Evaluate the quality of boiled and steamed items.  | FCSC 1301, 1315, 2324, 3324, 3360, 3315                   | .5            | 1   |
| 33. Utilize standard weights and measures to demonstrate proper scaling and measurement techniques.            | FCSC 1301, 1315, 1373, 2303, 2324, 2372, 3324, 3360, 3315 | 5             | 12  |
| 34. Identify and use herbs, spices, oils and vinegar, condiments, marinades and rubs.                          | FCSC 1301, 1315, 2324, 3324, 3315                         | .5            | 2   |
| 35. Evaluate the quality of herbs, spices, oils, vinegar, condiments, marinades, and rubs.                     | FCSC 1301, 1315, 2324, 3324, 3315                         | .5            | 1   |
| 36. Perform basic fabrication tasks with meat, poultry, seafood and variety meats.                             | FCSC 1301, 1315, 2324, 3324, 3360                         | 6             | 10  |
| 37. Using the basic cooking methods, prepare meat, seafood, poultry, and variety meats to the proper doneness. | FCSC 1301, 1315, 2324, 3324, 3360, 3315                   | 0             | 24  |
| 38. Evaluate the quality of prepared meats, seafood, poultry, and variety meats.                               | FCSC 1301, 1315, 2324, 3324, 3360, 3315                   | .5            | 2   |
| 39. Define stock and describe its uses.  | FCSC 1301, 1315   | 3             | 0   |
| 40. Identify different types of stocks.  | FCSC 1301, 1315   | 3             | 0   |
| 41. List the basic ingredients needed for making stocks.   | FCSC 1301, 1315   | 3             | 0   |
| 42. Describe the functions of the ingredients in stock preparation.  | FCSC 1301, 1315   | 3             | 0   |
| 43. Describe the process of making stocks.   | FCSC 1301, 1315   | 3             | 0   |
| 44. Prepare a variety of stocks.   | FCSC 1301, 1315   | 0             | 6   |
| 45. Evaluate the quality of a properly made stock.   | FCSC 1301, 1315, 3360                                     | .5            | 1   |

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**Knowledge Area: Food Preparation (continued)**

| Competencies students will be able to:   | Course Prefix and #                     | Contact Hours |     |
|--|---|---------------|-----|
|  |   | Lecture       | Lab |
| 46. Define, describe and explain the purpose of sauces.  | FCSC 1301, 1315                         | 16            | 0   |
| 47. Identify and prepare the grand sauces.   | FCSC 1301, 1315, 2324, 3324, 3360       | 2             | 6   |
| 48. Prepare a variety of non-grand/classical sauces.   | FCSC 1301, 1315, 2324, 3324, 3360       | 0             | 18  |
| 49. List the basic ingredients needed for making grand and non-grand sauces.                               | FCSC 1301, 1315, 2324, 3324, 3360, 3315 | 2             | 2   |
| 50. Describe the functions of the ingredients in sauces.   | FCSC 1301, 1315, 2324, 3324, 3360       | 2             | 0   |
| 51. Evaluate the quality of a properly made sauce.   | FCSC 1301, 1315, 2324, 3324, 3360, 3315 | .5            | 4   |
| 52. Define and describe soup and identify its two basic categories.  | FCSC 1301, 1315, 2324, 3324, 3360       | 4             | 0   |
| 53. Prepare a variety of soups from each category.   | FCSC 1301, 1315, 2324, 3324, 3360       | 0             | 6   |
| 54. Describe the process of making each category of soup.  | FCSC 1301, 1315, 2324, 3324, 3360       | 2             | 0   |
| 55. Evaluate the quality of a properly made soup.  | FCSC 1301, 1315, 2324, 3324, 3360       | .5            | 1   |
| 56. Identify a variety of fruits, vegetables, starches, legumes and grains.                                | FCSC 1301, 1315, 2324, 3324, 3360, 3315 | 9             | 2   |
| 57. Prepare a variety of fruits, vegetables, starches, legumes and grains using the basic cooking methods. | FCSC 1301, 1315, 2324, 3324, 3360, 3315 | 0             | 20  |
| 58. Evaluate the quality of prepared fruits, vegetables, starches, legumes and grains.                     | FCSC 1301, 1315, 2324, 3324, 3360, 3315 | 1             | 3   |
| 59. Define salad dressing and describe its purposes.   | FCSC 1301, 1315, 2324, 3324, 3315       | 3             | 0   |
| 60. Identify, define, and describe the types of salad dressings.   | FCSC 1301, 1315, 2324, 3324, 3315       | 3             | 1   |

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**Knowledge Area: Food Preparation (continued)**

| Competencies students will be able to:                                     | Course Prefix and #               | Contact Hours |            |
|--|-----------------------------------|---------------|------------|
|  |                                   | Lecture       | Lab        |
| 61. Prepare a variety of salad dressings and evaluate the quality of each. | FCSC 1301, 1315, 2324, 3324, 3315 | 0             | 7          |
| 62. Identify a variety of common salad greens.                             | FCSC 1315, 2324, 3324             | 3             | 0          |
| 63. Prepare and dress greens for a salad.                                  | FCSC 1301, 1315, 2324, 3324, 3315 | 0             | 9          |
| 64. Evaluate the quality of properly prepared and dressed green salad.     | FCSC 1301, 1315, 2324, 3324, 3315 | .5            | 2          |
| 65. Identify, describe, and prepare a variety of composed salads.          | FCSC 1315, 2324, 3324             | 1             | 0          |
| 66. Evaluate the quality of composed salads.                               | FCSC 1315, 2324, 3324             | .5            | .5         |
| 67. Identify, and describe the purpose of the elements of a sandwich.      | FCSC 1315, 3315                   | 1             | 2          |
| 68. Prepare a variety of hot and cold sandwiches.                          | FCSC 1315, 3315                   | 0             | 12         |
| 69. Evaluate the quality of sandwiches.                                    | FCSC 1315, 3315                   | .5            | 6          |
| 70. Identify and prepare a variety of breakfast meats.                     | FCSC 1315, 3324                   | 1             | 1          |
| 71. Evaluate the quality of prepared breakfast meats.                      | FCSC 1315, 3324                   | .5            | .5         |
| 72. Describe a variety of preparation techniques used in egg cookery.      | FCSC 1315                         | 1             | 0          |
| 73. Cook eggs using a variety of preparation techniques.                   | FCSC 1315                         | 0             | 2          |
| 74. Evaluate the quality of prepared eggs.                                 | FCSC 1315                         | .5            | .5         |
| 75. Identify and prepare a variety of breakfast batter products.           | FCSC 1315                         | 1             | 1          |
| 76. Evaluate the quality of prepared breakfast batter products.            | FCSC 1315                         | .5            | .5         |
| <b>Total Contact Hours</b>   |                                   | <b>122</b>    | <b>340</b> |

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**Knowledge Area: Garde Manger****Purpose:**

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

**Instructions:**

1. List up to four primary course prefixes, #s and titles where competencies are met in the spaces provided below:

|    |    |    |    |
|----|----|----|----|
| a. | b. | c. | d. |
|----|----|----|----|

2. Provide Course Prefix and #, and Contact Hours (lecture and lab) for each competency listed below.

| Competencies students will be able to:   | Course Prefix and #               | Contact Hours |     |
|--|-----------------------------------|---------------|-----|
|  |                                   | Lecture       | Lab |
| 1. Identify tools and equipment used in garde manger, emphasizing safety and sanitation procedures.                    | FCSC 1301, 1315, 3313, 3324, 3315 | 2             | 2   |
| 2. Define and describe hors d'oeuvre, appetizers, and canapés.   | FCSC 1301, 1315, 2372, 3324       | 3             | 0   |
| 3. Explain the importance of presentation and garnishing for hors d'oeuvre, appetizers, and canapés                    | FCSC 1315, 2324, 3324             | 1             | 1   |
| 4. Prepare a variety of hors d'oeuvre, appetizers, canapés and basic garnishes.  | FCSC 2324, 3324                   | 0             | 40  |
| 5. Evaluate the quality of hors d'oeuvre, appetizers, and canapés.   | FCSC 2324, 3324                   | 0             | 2   |
| 6. Define aspic gelee and describe its functions. Demonstrate fundamental skills in the preparation and uses of aspic. | FCSC 2324, 3324                   | 2             | 30  |
| 7. Evaluate the quality of aspic gelee and items coated with it.   | FCSC 3324                         | 0             | 5   |
| 8. Define and describe forcemeat and its various forms including pate, terrine, galantine, mousseline, and sausage.    | FCSC 3324                         | 3             | 0   |
| 9. Prepare and present a variety of forcemeat products.  | FCSC 3324                         | 0             | 9   |
| 10. Evaluate the quality of forcemeat products.  | FCSC 3324                         | 0             | 2   |
| 11. Demonstrate food presentation techniques using a variety of plates, platters and trays.                            | FCSC 1301, 1315, 2324, 3324       | 0             | 8   |
| 12. Evaluate the quality of prepared plates, platters and trays.   | FCSC 1301, 1315, 2324, 3324       | 0             | 4   |

**Knowledge Area: Garde Manger (continued)**

| Competencies students will be able to:   | Course Prefix and #         | Contact Hours |            |
|--|-----------------------------|---------------|------------|
|  |                             | Lecture       | Lab        |
| 13. Produce decorative centerpieces (i.e. fruit, vegetable carvings, salt dough, tallow and ice carvings).       | FCSC 2324, 3324             | 3             | 3          |
| 14. Define and describe various methods in which food is preserved (i.e. brining, salting, curing, and smoking). | FCSC 1301, 1315, 2324, 3324 | 3             | 0          |
| 15. Prepare foods for preservation and prepare preserved foods.  | FCSC 1301, 1315, 2324, 3324 | 0             | 3          |
| 16. Evaluate the quality of preserved foods.   | FCSC 1301, 1315, 2324, 3324 | 0             | 1          |
| 17. Define and describe a variety of cheese categories.  | FCSC 1301, 1315, 3324       | 3             | 0          |
| 18. Discuss how various cheeses are made and their uses.   | FCSC 1301, 1315, 3324       | 2             | 0          |
| 19. Use cheese as an ingredient in recipes.  | FCSC 1301, 1315, 3324       | 0             | 15         |
| 20. Taste various cheeses and evaluate their quality.  | FCSC 1301, 1315, 3324       | 0             | 15         |
| <b>Total Contact Hours</b>   |                             | <b>22</b>     | <b>140</b> |

## Required Knowledge and Skills Competencies: Postsecondary – Culinary Arts Certificate and Diploma

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1**Knowledge Area: Human Relations Management****Purpose:**

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

**Instructions:**

1. List up to four primary course prefixes, #s and titles where competencies are met in the spaces provided below:

|    |    |    |    |
|----|----|----|----|
| a. | b. | c. | d. |
|----|----|----|----|

2. Provide Course Prefix and #, and Contact Hours (lecture and lab) for each competency listed below.

| Competencies students will be able to:   | Course Prefix and #                          | Contact Hours |           |
|--|--|---------------|-----------|
|  |  | Lecture       | Lab       |
| 1. Perform mock interviews; prepare resumes, job applications and cover letters.   | FCSC 1372, 2370,<br>4310, 4367,<br>MGMT 3310 | 20            | 14        |
| <b>Note: Must be a minimum of 30 hours of student effort in a combination of theoretical and applied learning instruction, with a minimum of 15 hours directed by an instructor.</b> | <b>Total Contact Hours</b>                   | <b>20</b>     | <b>14</b> |

## Required Knowledge and Skills Competencies: Postsecondary – Culinary Arts Certificate and Diploma

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**Knowledge Area: Introduction to the Hospitality Industry****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.

**Instructions:**

1. List up to four primary course prefixes, #s and titles where competencies are met in the spaces provided below:

|    |    |    |    |
|----|----|----|----|
| a. | b. | c. | d. |
|----|----|----|----|

2. Provide Course Prefix and #, and Contact Hours (lecture and lab) for each competency listed below.

| Competencies students will be able to:  | Course Prefix and #                           | Contact Hours |           |
|---|---|---------------|-----------|
|   |   | Lecture       | Lab       |
| 1. Describe the various cuisines and contributions of leading culinarians.  | FCSC 1372, 1315, 2372                         | 6             | 2         |
| 2. Identify professional organizations within the field; explain purposes and benefits.   | FCSC 1372                                     | 3             | 0         |
| 3. 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. | FCSC 1315, 1372, 2372                         | 3             | 2         |
| 4. Evaluate career opportunities through participation in field trips and guest speakers in class.  | FCSC 1301, 1372, 1373, 2324, 2370, 3360, 4367 | 10            | 7         |
| 5. Discuss/evaluate industry trends as they relate to career opportunities and the future of the industry.  | FCSC 1315, 1372, 2372                         | 4             | 0         |
| 6. Discuss and evaluate industry trade periodicals.   | FCSC 1372                                     | 1             | 0         |
| 7. Discuss professional ethics practiced in the Industry.   | FCSC 1315, 1372, 4367                         | 1             | 4         |
| <b>Total Contact Hours</b>  |   | <b>28</b>     | <b>15</b> |

**Knowledge Area: Menu Planning****Purpose:**

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

**Instructions:**

1. List up to four primary course prefixes, #s and titles where competencies are met in the spaces provided below:

|    |    |    |    |
|----|----|----|----|
| a. | b. | c. | d. |
|----|----|----|----|

2. Provide Course Prefix and #, and Contact Hours (lecture and lab) for each competency listed below.

| Competencies students will be able to:                                   | Course Prefix and #         | Contact Hours |           |
|--|-----------------------------|---------------|-----------|
|  |                             | Lecture       | Lab       |
| 1. List basic menu planning principles.                                  | FCSC 1315, 2372, 3360, 4367 | 14            | 16        |
| 2. Apply principles of nutrition to menu development.                    | FCSC 2372, 3315, 3360, 4367 | 8             | 5         |
| 3. Discuss Menu Planning resources (Internet, professional and vendors). | FCSC 1373, 2372, 3360, 4367 | 5             | 6         |
| <b>Total Contact Hours</b>   |                             | <b>27</b>     | <b>27</b> |



## Required Knowledge and Skills Competencies: Postsecondary – Culinary Arts Certificate and Diploma

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**Knowledge Area: Nutrition****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.

**Instructions:**

1. List up to four primary course prefixes, #s and titles where competencies are met in the spaces provided below:

|    |    |    |    |
|----|----|----|----|
| a. | b. | c. | d. |
|----|----|----|----|

2. Provide Course Prefix and #, and Contact Hours (lecture and lab) for each competency listed below.

| Competencies students will be able to:   | Course Prefix and #                | Contact Hours |           |
|--|------------------------------------|---------------|-----------|
|  |                                    | Lecture       | Lab       |
| 1. Identify current USDA Food Guideline principles and food groups.  | FCSC 1315, 1322, 2372, 3360        | 4             | 0         |
| 2. List the nutrient contributions of each food group.   | FCSC 1322                          | 4             | 0         |
| 3. Evaluate recipes and menus using dietary guideline recommendations, food guides and food labels.  | FCSC 1322                          | 6             | 2         |
| 4. Identify common food allergies and determine appropriate substitutions. (i.e. Gluten, sugar, lactose free)  | FCSC 1301, 1322, 3360              | 5             | 2         |
| 5. Discuss contemporary nutritional issues (i.e. vegetarianism, heart healthy menus and religious dietary laws).   | FCSC 1322, 2372, 3360              | 4             | 2         |
| 6. Discuss nutritional concerns as they apply to food preparation.   | FCSC 1301, 1315, 2303, 2372, 3360, | 1             | 5         |
| 7. Discuss recipe modification to create more nutritionally sound products.  | FCSC 1301, 1315, 2303, 2372, 3360  | 1             | 7         |
| <b>Note: Must be a minimum of 30 hours of student effort in a combination of theoretical and applied learning instruction, with a minimum of 15 hours directed by an instructor.</b> | <b>Total Contact Hours</b>         | <b>25</b>     | <b>18</b> |

## Required Knowledge and Skills Competencies: Postsecondary – Culinary Arts Certificate and Diploma

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**Knowledge Area: Purchasing and Receiving****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.

**Instructions:**

1. List up to four primary course prefixes, #s and titles where competencies are met in the spaces provided below:

|    |    |    |    |
|----|----|----|----|
| a. | b. | c. | d. |
|----|----|----|----|

2. Provide Course Prefix and #, and Contact Hours (lecture and lab) for each competency listed below.

| Competencies students will be able to:  | Course Prefix and #               | Contact Hours |           |
|---|-----------------------------------|---------------|-----------|
|   |                                   | Lecture       | Lab       |
| 1. Explain regulations for inspecting and grading of meats, poultry, seafood, eggs, dairy products, fruits and vegetables.                                | FCSC 1315, 1373, 3360             | 6             | 1         |
| 2. Evaluate received goods to determine conformity with user specifications.  | FCSC 1373, 2370, 3360             | 3             | 1         |
| 3. Receive and store fresh, frozen, refrigerated and staple goods. Describe the importance of receiving and inspecting product as it enters the facility. | FCSC 1373, 2370, 3315, 3360       | 5             | 2         |
| 4. Conduct yield and quality tests on items such as canned, fresh, frozen and prepared products.  | FCSC 1373, 2370, 2372, 3360       | 4             | 4         |
| 5. Explain the procedures for rotation of stock and for costing and evaluating, including FIFO and LIFO.  | FCSC 1271, 1315, 1373, 2372, 3360 | 6             | 3         |
| 6. Define and describe par stock.   | FCSC 1373, 2370, 3315, 3360       | 4             | 3         |
| 7. Describe proper procedures of issuing product according to requisition.  | FCSC 1373, 2370, 2372, 3360       | 4             | 1         |
| 8. Describe current computerized systems for purchasing and inventory control.  | FCSC 1373, 2372, 3315, 3360       | 4             | 4         |
| <b>Total Contact Hours</b>  |                                   | <b>36</b>     | <b>19</b> |

**Knowledge Area: 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.

**Instructions:**

1. List up to four primary course prefixes, #s and titles where competencies are met in the spaces provided below:

|    |    |    |    |
|----|----|----|----|
| a. | b. | c. | d. |
|----|----|----|----|

2. Provide Course Prefix and #, and Contact Hours (lecture and lab) for each competency listed below.

| Competencies students will be able to:   | Course Prefix and #                                 | Contact Hours |     |
|--|---|---------------|-----|
|  |   | Lecture       | Lab |
| 1. Identify microorganisms which are related to food spoilage and food-borne illnesses; describe their requirements and methods for growth.      | FCSC 1301, 1315, 3360                               | 16            | 0   |
| 2. List and describe symptoms common to food-borne illnesses and list various ways these illnesses can be prevented.                             | FCSC 1301, 3360                                     | 4             | 0   |
| 3. List and define the fundamentals of good personal hygiene.  | FCSC 1301, 1315, 1373, 2324, 3324, 3360             | 5             | 4   |
| 4. Demonstrate good personal hygiene and health habits in a laboratory setting.  | FCSC 1301, 1315, 1373, 2324, 3324, 3360, 4367       | 0             | 8   |
| 5. Demonstrate acceptable procedures when preparing potentially hazardous foods to include time/temperature principles.                          | FCSC 1301, 1301, 1315, 1373, 2324, 3324, 3360, 4367 | 16            | 12  |
| 6. List the major causes of food spoilage.   | FCSC 1301, 1315, 1373, 3360                         | 5             | 3   |
| 7. Define food spoilage indicators.  | FCSC 1301, 1315, 1373, 3360                         | 3             | 0   |
| 8. Outline the flow of food through an establishment and list the various ways contamination may be prevented along the pathway.                 | FCSC 1301, 1315, 1373, 3313, 3360                   | 6             | 0   |
| 9. Outline the requirements for proper receiving and storage of both raw and prepared foods.   | FCSC 1301, 1315, 1373, 3360                         | 11            | 2   |
| 10. Recognize sanitary and safety design and construction features of food production equipment and facilities. (i.e., NSF, UL, OSHA ADA, etc.). | FCSC 1301, 1315, 3360                               | 8             | 5   |

**Knowledge Area: Sanitation (continued)**

| Competencies students will be able to:   | Course Prefix and #         | Contact Hours |           |
|--|-----------------------------|---------------|-----------|
|  |                             | Lecture       | Lab       |
| 11. Describe types of cleaners and sanitizers and their proper use.  | FCSC 1301, 1373, 3313       | 5             | 1         |
| 12. Review Safety Data Sheets (SDS) and explain their requirements in handling hazardous materials. Discuss right-to-know laws.  | FCSC 1301, 1373, 3313       | 4             | 1         |
| 13. Identify proper methods of waste disposal and recycling.   | FCSC 1301, 1373, 3313, 3360 | 8.5           | 2         |
| 14. Describe appropriate measures for insects, rodents and pest control eradication.   | FCSC 1301, 1373, 3313, 3360 | 5             | 0         |
| 15. Conduct a sanitation self-inspection and identify modifications necessary for compliance with standards.   | FCSC 1301, 1315, 3313       | 3             | 2         |
| 16. List common causes of typical accidents and injuries in the foodservice industry and outline a safety management program.  | FCSC 1301, 3313, 3360       | 6             | 2         |
| 17. Demonstrate appropriate emergency policies for kitchen and dining room injuries.   | FCSC 1301, 1315, 3313, 3360 | 4             | 4         |
| 18. Describe appropriate types and use of fire extinguishers used in the foodservice area.   | FCSC 1301, 1315, 3313, 3360 | 4             | 2         |
| 19. Review laws and rules of the regulatory agencies governing sanitation and safety in foodservice operation.   | FCSC 1301, 3313, 3360       | 5             | 2         |
| <b>Note: Must be a minimum of 30 hours of student effort in a combination of theoretical and applied learning instruction, with a minimum of 15 hours directed by an instructor.</b> | <b>Total Contact Hours</b>  | <b>118.5</b>  | <b>52</b> |