

# COURSE OUTLINE

**Course Name:** Catering & Special Orders

**Department Head/Coordinator:** Department Head, Elizabeth Jang      **Effective Date:** January 28, 2013

School or Centre:	Department:
School of Hospitality	Baking and Pastry Arts

Course History:	Year of Study:
New Course	1st Year Post-secondary

<b>Name of Replacing Course (if applicable):</b>	<b>Course Number:</b>	BAKG 1345
	<b>Number of Credits:</b>	4

**Course Pre-requisites (if applicable):**

BAKG 1242, BAKG 1243, BAKG 1244, BAKG 1245, BAKG 1246, BAKG 1247

**Course Co-requisites (if applicable):**

**PLAR (Prior Learning Assessment & Recognition)**

No     Yes (details below):

**Course Description:**

This course synthesizes all the skills and knowledge that have been learnt throughout the program. Students manage and produce customer orders, which can range from products from all previous courses.

### **Instructional Strategies:**

Using an experiential learning approach, this course will also provide students with the opportunity to work independently and in cooperative teams to manage and complete customer orders. Group discussions are facilitated to reflect on processes, product outcomes and learning.

In preparation for the industry practicum placement, time is also spent during this course to prepare students for resume-building, employer research and outreach, and job/placement interviews. Role plays will be used to prepare for the job/placement interviews.

### **Course Learning Outcomes:**

Students will be able to:

- Manage and produce customer orders precisely and efficiently
- Plan and execute daily production list to efficiently and confidently meet timely order criteria
- Evaluate product outcomes according to the theoretical principles and processes governing their production
- Apply mathematical principles to calculate formulas according to product specifications
- Adhere to industry health and safety standards in the preparation, handling and storage of products
- Comply with shop safety practices during production
- Practice professional etiquette and personal hygiene during production
- Work effectively as a team member during production
- Implement principles of bakery management and merchandising for inventory and cost control
- Select potential practicum placement sites upon employer research
- Create an appropriate resume for job-seeking in the baking industry
- Practice job/placement interview skills

### **Program Learning Outcomes:**

1. Adhere to industry health and safety standards in the preparation, handling and storage of baked goods
2. Comply with shop safety practices
3. Practice professional etiquette and personal hygiene as required by the food industry
4. Participate and communicate effectively as a team member
5. Implement principles of bakery management and merchandising for inventory and cost control
6. Plan and execute daily production lists to efficiently and confidently meet specific production criteria
7. Perform standard math functions to prepare baked goods
8. Prepare a variety of baked goods according to theoretical baking principles and processes which govern ingredient, methodology and environmental conditions
9. Evaluate product outcomes for consistency and accuracy in yield, flavor, texture and overall appearance according to product specifications and standards
10. Critically analyze and document performance to enhance comprehension and ongoing professional development

## Evaluation/Grading System

Grading System	Specify if 'Other':	Specify Passing Grade:
Letter Grades		B-

## Components and Weighting of the Assessment/Evaluation Plan:

Type	Percentage	Evaluation Plan (provide a brief explanation for each component especially if value exceeds 35%):
Lab Work	70	Instructor observation of daily hands-on skill development, organization and adherence to safety and sanitation practices
Assignments	20	Online reflective journal, research on potential practicum sites
Participation	10	Self and peer evaluation, instructor evaluation, punctuality, attendance
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	<b>Total</b>	<b>100</b>

## Learning Environment/Type

Instruction Type	Hours Per Instruction Type	Comments
L - Classroom	25	
K - Shop/Teaching Kitchen	70	
S - Self-paced	5	
<b>Enter Total Hours</b>	<b>100</b>	

## Resource Material(s):

Resources are items in addition to tuition that the student is responsible for purchasing. Course resource information will be supplied by the department/instructor.

## Course Topics and Sequence Covered:

Order intake and fulfillment, resume-building, employer research and selection, job/placement interview skills; mathematical conversions, application of baker's percentage; interpretation of formulas; correct use of tools & equipment; supporting team members; writing and executing daily production lists; critical analysis of product outcomes; recording observations of performance and development; punctuality; health and safety rules and regulations; application of inventory and waste management

## VCC Education and Education Support Policies

There are a number of **Education** and **Education Support** policies that govern your educational experience at VCC, please familiarize yourself with them.

The policies are located on the VCC web site at:

**<http://www.vcc.ca/about-vcc/policies/index.cfm>**

To find out how this course transfers, visit the BC Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca).

### FOR COMMITTEE USE ONLY

Date Approved by Education Council:		Date Approved by VCC Board (if applicable):	
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