

COURSE AND SYLLABUS FORM

WASHTENAW COMMUNITY COLLEGE

Syllabus Cover Sheet

Course Discipline Code & No: CUL 228 Title: Layout and Equipment Effective Term Fall 2004
 Division Code: HAT Department Code: CHMD Org #: 13500
 Don't publish: College Catalog Time Schedule Web Page

Reason for Submission. Check all that apply.
 New course approval Minor change (Corrections, editing, clarification)
 Five-year syllabus review (Attach assessment results.) Reactivation of inactive course
 Major change Inactivation (Submit this page only.)

Change information:
Minor changes
 Course discipline code & number (was _____) (when changing course number, select "inactivation" to discontinue the old course.)
 Course title (was _____)
 Course description:
Remove "CUL 111 or "as a Level I Prerequisite.
 Course objectives (minor changes)
 For major changes, consultation with all departments affected by this course is required. Attach "course use in programs" report from Curriculum Database for Faculty.

Major changes (reviewed by Curriculum Committee.)
 Credit hours (credits were: _____)
 Total Contact Hours (total contact hours were: _____)
 Distribution of contact hours (contact hours were: lecture: _____ lab _____ clinical _____ other _____)
 Pre or co-requisites
 Distance Learning section approval
 General Education Distribution Course: Add Remove
 Honors section approval
 Change in Grading Method
 Objectives
 Other _____

Rationale for course or course change
 1. Assessment-based:
 2. Non-assessment-based:
CUL 111 was inactivated over a year ago.

Approvals Department and divisional signatures indicate that all departments affected by the course have been consulted.

Department Review by Chairperson New resources needed All relevant departments consulted
 Print: Paul McPherson Faculty/Preparer Signature Paul McPherson Date: 4/5/04
 Print: Paul McPherson Department Chair Signature Paul McPherson Date: 4/5/04
 Division Review by Dean Request for conditional approval
 Recommendation Yes No [Signature] Dean's/Administrator's Signature Date 4/5/04
 Curriculum Committee Review
 Recommendation Tabled Yes No _____ Curriculum Committee Chair's Signature Date _____
 Vice President of Instruction Approval
 Approval Yes No [Signature] Vice President's Signature Date 4/12/04

Do not write in shaded area.
 ACS Code _____ Entered in: Banner _____ C&A Database 4/13 Log File 4/13
 Approved for General Education Area/Group _____ Syllabus Date _____ Basic skills table updated
 Contact fee

CUL 210: Garde Manger 3 Credits

Prerequisites: CUL 111 or (CUL 120 and CUL 121)

Corequisites: None

30 lecture, 45 lab, 0 clinical, 0 other, 75 total contact hours

Fulfills Core Elements: 7

Students demonstrate classical cold food preparation and presentation techniques as they relate to buffet display. Students will learn the methods related to the preparation of pates, gallantines, terrines, mousse, charcuterie, buffet salads, brines, cures, and ice sculptures. Students who have experience equivalent to CUL 111 or CUL 120 and CUL 121 may contact the instructor to waive the pre-requisite.

CUL 220: Organization/Management of Food Systems 3 Credits

Prerequisites: CUL 100

Corequisites: None

45 lecture, 0 lab, 0 clinical, 0 other, 45 total contact hours

Fulfills Core Elements: 1 7 8 9

A study of the processes of recruitment, selection, training and evaluation, collective bargaining and human relations techniques in personnel management. Theoretical applications are developed and discussed through actual case studies.

CUL 224: Principles of Cost Control 3 Credits

Prerequisites:

Corequisites: None

45 lecture, 0 lab, 0 clinical, 0 other, 45 total contact hours

Fulfills Core Elements: 4 5 6 7 9 18

Forecasting and cost control exercises are a major part of this course. Students are involved in analyzing all costs related to food, beverage, labor and supplies as well as discussions and exercises related to purchasing, receiving and storage.

CUL 227: Advanced Culinary Techniques 2 Credits

Prerequisites: CUL 230 and CUL 231

Corequisites: None

30 lecture, 30 lab, 0 clinical, 0 other, 60 total contact hours

Fulfills Core Elements: 7

This course is a culmination of experiences for the advanced student. Focus will be placed on competitive skills in food design, presentation, organization, timing, and cooking methods used in hot and cold food competition. In addition, students have the chance to demonstrate their creativity and design skills through ice sculpture.

CUL 228: Layout and Equipment 3 Credits

Prerequisites: CUL 111 or (CUL 120 and CUL 121)

Corequisites: None

45 lecture, 0 lab, 0 clinical, 0 other, 45 total contact hours

Fulfills Core Elements: 4 7 9 18

This class is designed to give necessary insight involved in developing a floor plan of a restaurant or food service facility. Individual projects make use of information related to surveying, planning and design of both menu and kitchen layout. Students who experience equivalent to CUL 111 or CUL 120 and CUL 121 may contact the instructor for permission to waive the pre-requisite.

CUL 230: Quantity Food Production 3 Credits

Prerequisites: CUL 111 or (CUL 120 and CUL 121)

Corequisites: CUL 231

23 lecture, 90 lab, 0 clinical, 0 other, 113 total contact hours

Fulfills Core Elements: 5 7 8 18

This course builds on basic preparation and production techniques learned in CUL 111, Elementary Food Preparation. Quantity Food Production is designed to provide students with advanced preparation techniques and methods required to produce quality food items in quantity for breakfast, brunches, and luncheon buffets. Students will demonstrate organization, management, and production skills.

eff 9/01 ✓

credit hour change

CUL 228

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SECTION I. COURSE SUBMISSION INFORMATION

026 13510

1. Course: (Enter proposed discipline, number & title here. If changing the number or title of an existing course, give old number or title in box 4 below.)
 Discipline/No: CUL 228 Title: Layout and Equipment

Division Code: BUS Department Code: F/H Effective Term: F-2000 Do not publish in Time Schedule
 Do not publish in College Catalog

2. Type of Approval: (applies to both new courses and changes)
 Full Approval
 Conditional Approval
 This proposal previously received conditional approval for the Term: _____

3. Reason for Submission: This Course is being submitted for: (check all that apply)
 New Course Approval (Skip the rest of Section I and go directly to Section II.)
 Five-year Syllabus Review No changes to course
 Major Change(s)
 Minor Change(s) (If not due for review, submit sections I, II, and revised parts of Section III.)
 Reactivation of Inactive Course
 Inactivation (Submit Sections I and II only.)

4. Change Information: (Check all that apply. Make proposed changes in Section III, Course Syllabus.)

Minor Changes <input type="checkbox"/> Course Discipline/Number (was: _____) <input type="checkbox"/> Course Title (was: _____) <input type="checkbox"/> Course Description <input type="checkbox"/> Capacity (was: _____) <input checked="" type="checkbox"/> Pre or Corequisites <input type="checkbox"/> Course Objectives <input type="checkbox"/> Distribution of Contact Hours (contact hours were: lect: _____ lab _____ clin _____ exp _____) <input type="checkbox"/> Distance Learning - minor (Attach Preliminary Approval Form for Distance Learning & the Section Handout.) <input type="checkbox"/> Other _____	Major Changes (Major changes will be reviewed by Curriculum Committee.) <input checked="" type="checkbox"/> Credit hours (credits were: <u>4</u>) <input type="checkbox"/> Core Elements: (Elements to be added: _____ (Elements to be removed: _____) <input type="checkbox"/> Grading <input type="checkbox"/> Course Objectives affecting core elements <input checked="" type="checkbox"/> Total Contact Hours (total contact hours were: <u>60</u>) <input type="checkbox"/> Honors (Attach Honors Section Approval Form.) <input type="checkbox"/> Distance Learning - major (Attach Preliminary Approval Form for Distance Learning & the Student Handout for the Distance Section.) <input type="checkbox"/> Other _____
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5. Rationale for changes:
 Course content has been rearranged to allow students to complete work at home.

SECTION II. COURSE REVIEW INFORMATION AND SIGNATURES

1. Department Review (To be completed by department chair; if recommendation is no, initial and return to preparer with rationale attached.)

Will significant new resources be required? yes no (If yes, explain _____)
 Have departments that may be affected by this course been consulted? yes no (Explain no other areas affected _____)
 Does the department support approval of this course? yes no

Print: Don L. Garrett Faculty/Preparer Signature: Don L. Garrett Date: 3/28/2000
 Print: DON. L. GARRETT Department Chair Signature: Don L. Garrett Date: 3/28/2000

2. Division Review (To be completed by division dean; if recommendation is no, initial and return with rationale attached.)

Will significant new resources be required? yes no (If yes, have they been secured? yes no)
 Is this a curricular priority for your division? yes no (Comment _____)
 What is your estimate of projected enrollment? _____

Recommendation Yes No Keena H. Jansen Division Dean's Signature Date: 3/30/2000

3. Curriculum Committee Review (Attach additional comments if necessary.)

Recommendation Yes No M. Showah Curriculum Committee Chair's Signature Date: 4-17-00

4. Vice President for Instruction and Student Services Approval (Attach additional comments if necessary.)

Approval Yes No Reese Altman Vice President's Signature Date: 4/27

Log File: 5/1/00 ACS Code: 126 Catalog File Date: 6/1/00 Access Date: 6/2/00
 Core Elements Approved: 18 New Syllabus Date: 3/28/00

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MAY 16 2000

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SECTION III. COURSE SYLLABUS

For help screens, select a field and press F1.

A. COURSE DETAILS (discipline # and title will automatically be entered in 1 and 2 below upon saving or previewing)

1. Course Discipline & No.: <u>CUL 228</u>		2. Course Title: <u>Layout and Equipment</u>	
3. Course Description:			
4. Credit Hours: <u>3</u> If Variable credit, Give Range: <u> </u> to <u> </u> If repeatable for credit, how many times? <u> </u>		5. Class Capacity: <u>24</u> (If nonstandard, attach Class Capacity Exception form.)	
7. Contact Hours per Semester in: Lecture: <u>45</u> Lab: <u> </u> Clinical: <u> </u> Experiential: <u> </u> Total Contact Hrs: <u> </u>		6. Course Options: <input type="checkbox"/> Distance learning (Attach preliminary distance approval form and Section Handout.) <input type="checkbox"/> Honors (Complete Part G.) <input type="checkbox"/> P/NP Grading (Attach rationale.)	
10. a. Course Purpose: <input checked="" type="checkbox"/> Program Specialty <input type="checkbox"/> Program Support <input type="checkbox"/> Nonprogram Specialty <input checked="" type="checkbox"/> Transfer <input type="checkbox"/> Enrichment <input type="checkbox"/> Basic Skills		8. Prerequisite(s): <u>CUL 1200 and 121</u> <u>or consent</u>	
		9. Corequisite(s): (limit to 2) <u> </u> <u> </u>	
		b. Is this course a requirement for a program? <input checked="" type="checkbox"/> Yes (specify the program(s) below) <u>Culinary Arts</u> <u> </u> <input type="checkbox"/> No	
		c. Indicate schools to which you want Curriculum Services to send syllabus: (If transfer is approved, attach documentation.) <input checked="" type="checkbox"/> EMU <input type="checkbox"/> UM <input checked="" type="checkbox"/> Other <u>Ferris State</u>	

B. MAJOR INSTRUCTIONAL UNITS A major instructional unit is a grouping of topics that naturally relate to one another. List in order the major instructional units. Add additional numbers as needed.

1. Food Service Preliminary Planning
2. Prospectus and Feasibility Studies
3. Menu Planning and Design
4. Foodservice Equipment
5. Foodservice Facilities Engineering
6. Foodservice Design
7. Recipe Costing and Menu Pricing

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C. CORE ELEMENT INFORMATION**1. Core Element Submission Information:** (Please check all that apply)

- This course has been previously approved for core elements. List **currently** approved core elements: 18
- Please review this course for core elements marked in part 2 below. (Mark only core elements being added or those needing review because of proposed major changes to the course.)
- This course does not meet any core elements. Explain _____

2. Proposed Core Element(s): (Mark the boxes of only the elements to be reviewed at this time. For detailed information on the criteria for determining whether a course meets a core element, refer to the Core Element Annotations in the Curriculum Manual.)

- | | |
|---|--|
| <input type="checkbox"/> 1. To read and listen in a critical and perceptive way; to speak in an organized, clear, and effective manner. | <input type="checkbox"/> 14. To be aware of the nature and variety of the human experience through the methods and applications of the humanities |
| <input type="checkbox"/> 2. To use information sources and information gathering techniques; to cite sources when producing written communications. | <input type="checkbox"/> 15. To understand the basic principles of scientific inquiry. |
| <input type="checkbox"/> 3. To develop, organize, and express thoughts in writing using Standard English. | <input type="checkbox"/> 16. To have a knowledge of basic human biological principles, including those related to wellness. |
| <input type="checkbox"/> 4. To apply basic mathematics through the level of elementary algebra. | <input type="checkbox"/> 17. To understand the basic principles of the natural sciences, and their relationship to the environment. |
| <input type="checkbox"/> 5. To represent and solve problems using mathematical techniques. | <input checked="" type="checkbox"/> 18. To understand the basic principles and applications of technology. |
| <input type="checkbox"/> 6. To interpret elementary descriptive statistics. | <input type="checkbox"/> 19. To understand the principle of integrating technological elements into systems. |
| <input type="checkbox"/> 7. To comprehend and use concepts and ideas. | <input type="checkbox"/> 20. To understand the relationship of technology to individuals, society, and the environment. |
| <input type="checkbox"/> 8. To develop, express, test, and evaluate ideas. | <input type="checkbox"/> 21. To understand the methods and applications of the social sciences in exploring the dynamics of human behavior. |
| <input type="checkbox"/> 9. To analyze problems, develop solutions, and evaluate results in a clear, logical, and consistent manner. | <input type="checkbox"/> 22. To understand those principles and values, including individual rights and civic responsibilities, which maintain and enhance democracy and freedom in a pluralistic society. |
| <input type="checkbox"/> 10. To distinguish between fact and opinion; to recognize biases and fallacies in reasoning. | <input type="checkbox"/> 23. To have a working knowledge of the history, structure, and function of American social, political, and economic institutions. |
| <input type="checkbox"/> 11. To use computer systems to achieve professional, educational, and personal objectives. | <input type="checkbox"/> 24. To be aware of the contemporary global community, especially its geographical, cultural, economic, and historical dimensions. |
| <input type="checkbox"/> 12. To apply the protocols of computer use and respect the legal and other rights of individuals or organizations. | |
| <input type="checkbox"/> 13. To be aware of the artistic experience in personal and cultural enrichment, growth, and communication. | |

DIRECTIONS: Each core element marked above must be included in the appropriate core element boxes next to the course objectives in SECTION D which directly support that core element.

3. Courses That Partially Satisfy A Core Element In Combination With Other Courses:

- If this course is part of a combination of courses that together meet a core element, mark this box. The courses must all be submitted and reviewed together for core element approval.

Other course(s) required _____

Dean's Comments:

Curriculum Committee's Comments:

Vice President's Comments:

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D. INSTRUCTIONAL OBJECTIVES AND CORE ELEMENTS SUPPORTED

DIRECTIONS: (These Units should match those listed in Section B.) Use student outcome based language. (Example: The student will develop and support a thesis in an essay.) If the objective is being used to directly support a core element, write the core element number in the box to the right. If needed, additional information on how the core element is to be met and/or assessed for accomplishment can be included under the objective. If desired you may add a section of "overall course objectives" which are not associated with a specific unit. This may be particularly helpful for addressing core elements.

Unit Objectives

Core Elements

Unit #1 Foodservice Preliminary Planning

- # 1 The student will review and discuss the various steps required for planning the construction and renovation of a foodservice operation.
- # 2 The student will identify and determine the levels of foodservice professionals involved in the planning process.

Unit #2 Prospectus and Feasibility Studies

- # 1 The student will conduct research on the internet to gather important data that will support their proposed project.
- # 2 The student will present a prospectus to convince the instructor that ample research has been done to justify concepts and projects.

Unit #3 Menu Planning and Design

- #1 The student will conduct a market survey to determine customer base and area competitors.
- #2 The student will identify food items necessary to produce a menu and develop specifications for nutritionally balanced course offerings.
- #3 The student will construct a complete menu for a restaurant, utilizing basic principles for menu layout and design.
- #4 The student will develop descriptive wording for menu offerings, utilizing truth and menu guidelines.

Unit #4 Foodservice Equipment

- #1 The student will participate in discussion and demonstrate an understanding of legal and ethical consideration of purchasing.
- #2 The student will prepare equipment specifications for bid proposal.
- #3 The student will calculate required production capacity for equipment to produce a menu.

Unit #5 Food Service Facilities Engineering

- #1 The student will review and discuss physical and environmental elements that affect the soeking condition of employees and the comfort of customers.
- #2 The student will review and discuss local, city and state codes relating to safety, sanitation, renovation and construction.

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Unit #6 Foodservice Design

- #1 The student will identify and interpret foodservice design symbols and templates.
- #2 The student will calculate square feet needed to develop and construct a floor plan to include kitchen equipment, storage, employee and customer facilities and dining area.
- #3 The student will identify and define food production techniques.
- #4 The student will discuss and demonstrate knowledge of traffic flow.
- #5 The student will define safety features and design considerations for equipment construction and placement in a foodservice operation. 18

Unit #7 Recipe Costing and Menu Planning

- #1 The student will construct recipe cards for all menu items and determine food cost and menu selling prices.
- #2 The student will develop a profit and loss statement projecting future cost and revenues.

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E. INSTRUCTIONAL METHODS AND EVALUATION

1. Instructional Methods: (Check the appropriate boxes and describe as needed.)

- | | |
|--|---|
| <input checked="" type="checkbox"/> Lecture/Discussion _____ | <input checked="" type="checkbox"/> Field Trips _____ |
| <input type="checkbox"/> Clinical Instruction _____ | <input type="checkbox"/> Team Assignments _____ |
| <input type="checkbox"/> Self-Paced Learning _____ | <input type="checkbox"/> Telecourse _____ |
| <input type="checkbox"/> Internet Instruction _____ | <input type="checkbox"/> Video Seminar _____ |
| <input type="checkbox"/> Computer Simulations _____ | <input type="checkbox"/> Laboratory Assignments _____ |
| <input type="checkbox"/> On-Site Work Experience _____ | <input type="checkbox"/> Interactive TV _____ |
| <input type="checkbox"/> Other _____ | |

2. Evaluation Criteria:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Attendance _____ | <input type="checkbox"/> Quizzes _____ |
| <input checked="" type="checkbox"/> Class Discussion _____ | <input checked="" type="checkbox"/> Tests _____ |
| <input checked="" type="checkbox"/> Papers _____ | <input type="checkbox"/> Midterm _____ |
| <input checked="" type="checkbox"/> Portfolio _____ | <input type="checkbox"/> Final Exam _____ |
| <input checked="" type="checkbox"/> Projects _____ | <input checked="" type="checkbox"/> Home Work _____ |
| <input type="checkbox"/> Reports _____ | <input type="checkbox"/> Presentations _____ |
| <input type="checkbox"/> Clinical/Work _____ | <input type="checkbox"/> Performances _____ |
| <input checked="" type="checkbox"/> Other <u>Lab exercises</u> _____ | |

3. Attendance Requirements: (For Certification or nonevaluative purposes.)

F. EQUIPMENT, FACILITIES, TEXTS, MATERIALS, AND SUPPLIES

1. Special Equipment/Facilities : (Check the appropriate boxes and describe as needed.)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Lab equipment _____ | <input type="checkbox"/> Testing Center _____ |
| <input checked="" type="checkbox"/> LRC Reserves _____ | <input type="checkbox"/> Student Competitions _____ |
| <input type="checkbox"/> Computers _____ | <input type="checkbox"/> Off-Campus Sites _____ |
| <input type="checkbox"/> CD ROM _____ | <input type="checkbox"/> Student Tutors _____ |
| <input checked="" type="checkbox"/> Field Trips _____ | <input type="checkbox"/> Distance Learning Classroom _____ |
| <input type="checkbox"/> Other _____ | |

2. Texts: (Please indicate if no text is required.)

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Title: Design and Layout of Foodservice Facilities/course pack
 Author: John C. Birchfield
 Publisher: FCSI Copyright Yr: 1988
 Est. Cost: \$40

Title: National Restaurant Education Foundation Certificate Exam
 Author: _____
 Publisher: _____ Copyright Yr: _____
 Est. Cost: _____

Title: Menu Pricing Strategies
 Author: Jack E. Miller
 Publisher: VNR Copyright Yr: 1987
 Est. Cost: \$25

Title: _____
 Author: _____
 Publisher: _____ Copyright Yr: _____
 Est. Cost: _____

Title: _____
 Author: _____
 Publisher: _____ Copyright Yr: _____
 Est. Cost: _____

Other Texts: _____

3. Supplies and/or Uniforms Student will have to Own or Acquire for Course:
 (e.g. calculators, uniforms, tools, and software, etc., excluding pen, pencil, paper, or textbooks.)

Descriptions	Cost Estimates
<u>Graph paper, ruler templates, vellum paper</u>	<u>\$20</u>
_____	_____
_____	_____

4. Reference Materials Students Will Use:
 (e.g. journals, books, manuals, maps, LRC reserves, etc.)

American Culinary Review, Hospitality Management
National Restaurant News, Product News

5. Audio/Visual and Computer Materials Students Will Use:
 (e.g. films, video tapes, slides, audio tapes, software, CDs, etc.)

Title	Source
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____