



Catering RSTO 2307
Tues & Thurs 8:30 am – 11:30 am
Course Syllabus: Fall 2024

“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”

Instructor: Chef Ana Perry
Email: aperry@ntcc.edu

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	8:30am-3:30pm	8:30am-11:30am	8:30am-3:30pm	8:30am-11:30am	Email & Teams	Email & Teams

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

Required Instructional Materials:

Catering: A Guide to Managing a Successful Business Operation
ISBN:978-1-118-13797-0

COURSE DESCRIPTION:

Principles, techniques, and applications for both on-premises, off-premises, and group marketing of catering operations including food preparation, holding, and transporting techniques.

COURSE OUTCOME: Discuss the roles of the off-premises versus on-premises: explain the difference between pricing based on a multiplier, on projected cost analysis, and on competition; and organize, manage, and execute an off-premises catering project.

KNOWLEDGE BASED:

- Identify the duties of a caterer and understand how to work with clients and meet their needs.
- Explain the difference between on-site and off-site catering.
- Participate in an event walk-through and identify the components that are needed for that event.
- Identify the assorted styles of service for catered events and create a catering event contract and other forms used in a catered event.

SKILL BASED:

- Plan and execute a catered event that meets the needs of the client.
- Apply industry resources and their functions for a catered event including rentals, venue management, floral design, and event production.
- Plan the production of a catered event including assembly, sanitation, holding, serving, transportation, storage, and clean up.

Dress Code for all Culinary Department Classes – please arrive at class in uniform. **No students will be permitted in the lab (kitchen) without proper uniform.** Any missing item will result in loss of uniform points.

- **1st warning- 5 pts / item**
- **2nd warning 10 pts / item**
- **3rd – No admittance into the kitchen, this will result in a ZERO for your lab grade.**

No exceptions. Uniform is as follows:

- **CLEAN Chef Coat (should be on before you enter the classroom)**
- **CLEAN Chef Checkered black and white Pants**
- **CLEAN Chef Hat & Acceptable shoes**

Equipment Needed for this class:

- **Knife Kit, Notebook, Pens/Pencils, Sheet Protectors, Spiral/Tablet, sharpie and a thermometer**

Minimum Technology Requirement: Access to Blackboard and Teams. If you don't have a laptop or WIFI resources are available for you.

TARDINESS: Class will start on time and habitual tardiness will not be tolerated. Tardiness of (3) times equals one day absence from class.

ACADEMIC DISHONESTY (Cheating): Students in this course are expected to adhere to a strict personal code of conduct beyond reproach. Students are encouraged to read the section on academic dishonesty in the college catalog.

INSTRUCTIONAL METHODS:

This course is divided between lecture and lab. The lecture will be a comprehensive based study of the basics of professional baking science and production. The lab will emphasize hands-on experience with baking and pastry techniques. All students are to observe proper safety and sanitation rules.

WITHDRAWAL POLICY:

Students who stop attending class regularly are responsible for officially withdrawing themselves from the class. The instructor will not initiate student withdrawal procedures for students who stop attending class.

Breakdown of Grades:

20% Homework Assignments

20% Quizzes

20% Attendance

20% Recipes/Portfolio

20% Final Exam

DAILY GRADE/ATTENDANCE GRADE:

Students should be on time and in FULL UNIFORM with a good attitude with assignments or homework ready to turn in. Part of your grade comes from KITCHEN CLEAN UP which is the last 15-20 minutes of class and everyone stays and helps until the kitchen is FULLY CLEAN and ready to be checked out by Chef Ana. Each week we will have a Kitchen Manager who will have a list that has to be signed by me before ANYONE can leave.

MANDATORY SEMESTER CLEAN-UP:

SEMESTER CLEAN-UP (1 day per semester), you are required to attend this day in order to get a grade for that day.

HOMEWORK:

Homework is to be turned in the day after you missed class and within the first 5 minutes of class. IT IS NOT MY JOB TO REMIND YOU THAT YOU HAD HOMEWORK DUE, nor is it an excuse that you were sick, text someone in the class to find out the assignment so you can hand it in.

FINAL EXAM:

20% of your grade comes from the Final Exam (8 weeks) it is comprehensive and covers all chapters in the course. All test questions will be taken off the notes given in lecture, from your book and prior quizzes. Students may compute their grade at any time during the course by computing their percentage grade from the total points they have earned and the total possible points they could have earned at that point.

PORTFOLIO:

The portfolio will be a compilation of all works done while in Fundamentals of Baking. It should be in a 3-ring binder, with a title page and table of contents for easy reference. It should be sectioned chronologically by week, lecture notes, handouts, formulas with pictures and 1-5-star rating with comments on recipes. Each recipe should have a 1-5-star rating; what you would do differently or what you liked or didn't like about the recipe and pictures should be taken of your final plated product. This portfolio will be used by you in the future to acquire a culinary job, it should be professional and neat in appearance, keep decorations to a minimum.

KITCHEN ETIQUETTE:

The only thing you will bring into the kitchen is your recipe . All knife kits, cell phones, books, etc. will be left in the classroom. Cell phones will be turned off in the lecture room. Cell phones are turned in during all quizzes/tests and retrieved after tests taken.

COMMUNICATIONS:

Join Teams, this will be 1st line of communication. You can also send an email to my school email address. Allow 24 hours for a response and even longer on weekends.

Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (<http://www.ntcc.edu>) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without

the written consent of the student. In compliance with FERPA, information classified as “directory information” may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student’s name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.