



Processing Small Farm Products – Hybrid Course Syllabus: Spring 2025

“Northeast Texas Community College exists to provide responsible, exemplary learning opportunities.”

NORTHEAST TEXAS
COMMUNITY COLLEGE

focused

Baily Matej

Office: AGC 111

Phone: 903-434-8362

Email: bmatej@ntcc.edu

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
		By appointment only		By appointment only	NA

The information contained in this syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.

Catalog Course Description:

An introduction to the basic principles of preserving, processing, and modifying agricultural outputs, with an emphasis on dairy and horticultural commodities. Course includes coverage of small-scale cheese and yogurt production, winemaking, water bath and pressure canning, bread-making, dehydration, freezing, lactic acid fermentation, and other techniques.

Required Textbook (ICEV access card):

None

General Course Requirements:

Class attendance is required. If you have more than three unexcused absences, you should consult with me about your grade. Anyone who wishes to withdraw from class must take the responsibility to formally drop with the Registrar; otherwise a failing grade will be given.

Student Learning Objectives: at the completion of this course student will:

1. Demonstrate the difference between industrial and artisanal food processing;
2. Identify basic processing tools appropriate for a small farm operation;
3. Demonstrate basic terminology related to processing foods;
4. Apply basic principles of food preservation in classroom kitchen;
5. Demonstrate safe food practices to include principles of cleanliness, methods for avoiding cross-contamination, and dangers of food-borne illnesses;
6. Demonstrate preservation by fermentation, canning (jams/jellies, pickling), dehydration and freezing;
7. Demonstrate when to use boiling water canning methods or pressure canning;
8. Demonstrate techniques for converting raw milk into butter, yogurt and cheese;
9. Demonstrate basic bread making techniques and the role yeasts and gluten play in the fundamental structure of breads.

Grades will be computed as follows:

(1) Exams- Principles & Elements, Floral Career & Industry

	Points		Grading Scale for final grade	
Exams	20%		A	90-100%
Weekly Projects	50%		B	80-89%
Attendance	30%		C	70-79%
			D	60-69%
Total Points	100%		F	Below 59%

Exams:

There will be 1 exam accounting for 100 points. Exams will be over kitchen safety and must be passed with a 90% in order to enter into the kitchen for weekly projects. Reviews will be provided prior to exams being given. This will equate to 20% of your overall grade.

Weekly Projects:

Each week we will be demonstrating different processes in the kitchen for this class. All students are required to participate in these weekly projects in order to receive credit for that week. This will account for 50% of your final grade.

Attendance:

This will account for 30% of your final grade, since attendance will be necessary to learn how to complete each of the projects.

COURSE TIMELINE: (*note* instructor reserves the right to make adjustments to this timeline at any point in the term)

- Week 1: Introduction/Safety
- Week 2: Safety Exam/Pre-clean Kitchen
- Week 3: Jelly
- Week 4: Jam/Preserves
- Week 5: Unknown
- Week 6: Butter/Dry Canning
- Week 7: Tallow
- Week 8: Canning Vegetables
- Week 9: Canning Tomatoes
- Week 10: Glassing Eggs
- Week 11: No Class- FFA Contest Day
- Week 12: Pig Processing
- Week 13: Homemade Biscuits/Sourdough Starters
- Week 14: Loaf Bread
- Week 15: Sourdough Bread

ADDITIONAL INFORMATION

a. Class Attendance

Regular attendance of classes is required. In case of sickness or other emergencies, students should contact the instructor so that make-up lab exercise can be arranged.

b. Students with Special Needs

Any student with disabilities or other special needs, who needs special accommodations in this course, is invited to share these concerns or requests with the instructor as soon as possible. Reasonable accommodations will be made accordingly but it is your responsibility to seek out the instructor as needed.

c. Office Hours

Office hours for the instructor: By appointment only Tues. and Thurs.

NTCC Academic Honesty Statement:

"Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook."

Academic Ethics

The college expects all students to engage in academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic pursuit. Academic dishonesty such as cheating, plagiarism, or collusion is unacceptable and will result in disciplinary action. Refer to the student handbook for more information on this subject.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals 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 arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the NTCC Catalog or Student Handbook.

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.

Other Course Policies:

The use of cell phones or texting devices is not prohibited during class and lab; however, students using said devices in a manner which causes a disturbance in the course will be asked to leave for the class period and lose points for the day.