



Course Title: Professional Baking Basics
Course #: BKG 109-1

Credit Hours: 3
Semester: FALL 2021
Cap: 10

Faculty: Sheila J. Begay CSC

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Office: Hospitality Building.

Office Phone: 505-387-7380

Office Hours: Mon-Friday by appointment only.

Preferred Communication: Text and/or email; will respond within 24 hours.

Modality: Planned Face to Face, however, this will change according to safety guidelines.

Class Location and Meeting Times: Old Culinary Classroom, Tuesdays 1:00pm – 4:30pm

Meeting Hours and Online Hours (if we go hybrid): Tuesdays 1:00pm to 4:30pm on Zoom or Blackboard.

Required Materials: Laptop (is a must have), Pen, Pencil, Notepad, Black permanent marker, Pocket thermometer.

Textbooks: Professional Cooking, 9th Edition, Wayne Gisslen ISBN: 978-1-119-39961-2

Tools: FULL COOKING KIT, Digital scale, Thermometer.

Laptop and Internet Access: Every student is required to own a laptop and have internet access.

Uniform: A minimum of 2 white chef coats, White skull cap, APPROVED kitchen shoes (non-skid), 2 pairs of Black chef pants. FACE MASKS to be worn during class time (no exceptions!)

Lab Fee (if applicable): \$150

Mission, Vision, and Philosophy

Mission: Navajo Technical University honors Diné culture and language, while educating for the future.

Vision: Navajo Technical University provides an excellent educational experience in a supportive, culturally diverse environment, enabling all community members to grow intellectually, culturally, and economically.

Philosophy: Through the teachings of Nitsáhákees (thinking), Nahátá (planning), Íina (implementing), and Siihasin (reflection), students acquire quality education in diverse fields, while preserving cultural values and gaining economic opportunities.

Course Description

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This course will provide a basic knowledge of food preparation in a variety of settings from fast food to fine dining. Understanding recipe breakdown, food cost, equipment, ordering, receiving, proper food handling and a heavy emphasis on food safety and sanitation. This course will also include instruction in basic nutrition and management skills appropriate for entry-level professionals in the food service industry.
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Course Outcomes	Course Assessments
1. With formulas provided, students will be able to prepare the following products meeting industry standards for ingredient selection, scaling, mixing, makeup, proof, baking and outcome (<i>i.e.</i> appearance, size, color, taste, and texture):	1. Hands-on performance, classroom observation, practical application
2. Select, identify, and correctly use all appropriate tools and equipment necessary to produce the required baking product.	2. Classroom observation, hands-on performance, and inspection of final product
3. Demonstrate correct sanitary and safe operational techniques of all equipment and tools necessary to meet production objectives.	3. Classroom observation, practical application
4. Students will attend class and arrive on time, 40% of grade is attendance	4. Attendance records, time cards
5. Students will apply reading, writing, and comprehension skills necessary to perform homework assignments	5. Written assignments completed correctly (according to instructions provided) and submitted by due date
6. Students will demonstrate a sense of responsibility and solid work ethics	6. Attendance records, original written work submitted on or before due date
7. Students will demonstrate computer skill	7. All written assignments completed in computer-generated format

Connections to Program Assessment (Course-Embedded Measures)

Course Activities

Week	Date	Class Topics/Reading Due	Assignments Due	Assessments
1	According to the approved semester calendar	Introduction to the class and procedures. Read Chapter 2 & 3. Last day to add/drop	Pg. 39 Terms & Questions Pg. 89 & Pg. 109 Terms & Questions	Complete Assessment and Equipment certification. Complete all other paperwork.
2	“	Read Chapter 4 & 5 Start Chapter 31	Pg. 919 Terms & Questions	Hard Rolls & Braided Bread
3	“	Chapter 31Cont. Holiday - Labor Day		Braided Bread & Focaccia
4	“	Chapter 32	Pg. 941 Terms & Questions	Scones
5	“	Chapter 33	Pg 949 Terms & Questions	Muffins
6	“	Chapter 36 Graduation Petition due	Pg. 1015 Terms & Questions	Pie dough & Pie Filling
7	“	Chapter 36 cont.		Tart Dough & Pastry Cream Filling
8	“	Midterm	TBD	Midterm grades due
9	“	Chapter 35 Fall Break	Pg. 989 Terms and Questions	Chocolate chip & Butter Tea Cookies
10	“	Chapter 36		Pate' Choux, Eclairs, Profiteroles
11	“	Chapter 36 Cont. Last day to withdraw with “W”		Pate' Choux, Eclairs, Profiteroles
12	“	Chapter 37 Holiday- Veterans Day	Pg. 1035 Terms & Questions	Strawberry Sauce & Fillings
13	“	Chapter 34	Pg. 975 Terms and Questions	Cakes & Icings
14	“	Chapter 34 Cont. Thanksgiving Break		Cakes & Icings Cont.
15	“	Final Study Session		
16	“	Finals Begin	TBD	1 grade drop per absence
17	“	Finals	Grades due to the Registrar	*Catering Events Attendance Mandatory for participation grade*
		Graduation		

Grading Plan

Homework: 5%
Class Participation: 10%
Catering Events: 15%
Quizzes: 5%
Attendance: 40%
Dress Code: 5%
Final Exam: 20%

A = 100-90%
B = 89-80%
C = 79-70%
D = 69-60%
F = 59% or less

Grading Policy

Students must do their own work. Cheating and plagiarism are strictly forbidden. Cheating includes (but is not limited to) plagiarism, submission of work that is not one's own, submission or use of falsified data, unauthorized access to exams or assignments, use of unauthorized material during an exam, or supplying or communicating unauthorized information for assignments or exams.

Participation

Students are expected to attend and participate in all class activities. Points will be given to students who actively participate in class activities including guest speakers, field trips, laboratories, and all other classroom events. This also includes any catering events that you may be called upon to participate in. Catering events make up 15% of your grade so attendance is necessary. In order to be excused from the event you **MUST** provide documentation from a licensed physician.

Cell phone and headphone use

Please turn cell phones off **before** coming to class. Cell phone courtesy is essential to quality classroom learning. Headphones must be removed before coming to class. No music or headphones during class!

Attendance Policy

Students are expected to attend all class sessions. If more than ten minutes late, students will be counted as absent. A percentage of the student's grade will be based on class attendance and participation. Absence from class, regardless of the reason, does not relieve the student of responsibility to complete all course work by required deadlines. Furthermore, it is the student's responsibility to obtain notes, handouts, and any other information covered when absent from class and to arrange to make up any in-class assignments or tests if permitted by the instructor. Incomplete or missing assignments will necessarily affect the student's grades. Instructors will report excessive and/or unexplained absences to the Counseling Department for investigation and potential intervention. **Instructors may drop students from the class after three (3) absences unless prior arrangements are made with the instructor to make up work and the instructor deems any excuse acceptable.**

Study Time Outside of Class for Face-to-Face Courses

For every credit hour in class, a student is expected to spend two hours outside of class studying course materials.

Study Time for Hybrid or Blended Courses

For a hybrid or blended course of one credit hour, a student is expected to spend three hours per week studying course materials.

Study Time for Online Courses

For an online course of one credit hour, a student is expected to spend four hours per week studying course materials.

Academic Integrity

Integrity (honesty) is expected of every student in all academic work. The guiding principle of academic integrity is that a student's submitted work must be the student's own. Students who engage in academic dishonesty diminish their education and bring discredit to the University community. Avoid situations likely to compromise academic integrity such as: cheating, facilitating academic dishonesty, and plagiarism; modifying academic work to obtain additional credit in the same class unless approved in advance by the instructor, failure to observe rules of academic integrity established by the instructor. **The use of another person's ideas or work claimed as your own without acknowledging the original source is known as plagiarism and is prohibited.**

Diné Philosophy of Education

The Diné Philosophy of Education (DPE) is incorporated into every class for students to become aware of and to understand the significance of the four Diné philosophical elements, including its affiliation with the four directions, four sacred mountains, the four set of thought processes and so forth: Nitsáhákees, Nahát'á, Ílna and Siih Hasin which are essential and relevant to self-identity, respect and wisdom to achieve career goals successfully.

At NTU's Zuni Campus, the A:shiwí Philosophy of Education offers essential elements for helping students develop Indigenous and Western understandings. Yam de bena: dap haydoshna: akkya hon detsemak a:wannikwa da: hon de:tsemak a:ts'umme. *Our language and ceremonies allow our people to maintain strength and knowledge.* A:shiwí core values of hon i:yyułashik'yanna:wa (respect), hon delank'oha:willa:wa (kindness and empathy), hon i:yyayumola:wa (honesty and trustworthiness), and hon kohoł lewuna:wedyahnan, wan hon kela i:tsemanna (think critically) are central to attaining strength and knowledge. They help learners develop positive self-identity, respect, kindness, and critical thinking skills to achieve life goals successfully.

Students with Disabilities

Navajo Technical University is committed to serving all students in a non-discriminatory and accommodating manner. Any student who feels that she or he may need special accommodations should contact the Accommodations Office (<http://www.navajotech.edu/student-services#accomodations-services>) in accordance with the university's Disability Accommodations Policy (see http://www.navajotech.edu/images/about/policiesDocs/Disability_Exhibit-A_6-26-2018.pdf).

Email Address

Students are required to use NTU's email address for all communications with faculty and staff.

Final Exam Date: