



SOUTH PLAINS COLLEGE

Culinary Arts Department

## **CHEF 1313**

## **Food Service Operations/Systems Online**

**Course Description:** An overview of the information needs of food and lodging properties. Emphasis on front, back, and material management utilizing computer systems.

### **Instructor:**

Chef Natalie Osuna

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Phone: (806) 716-2583

Office Hours:

**Class Hour and Room:** Section 151, 152 are online

**Exam Schedule:** The Final date and time is TBD.

**Required Text:** ManageFirst: Principles of Food and Beverage Management w/ Online Exam Voucher, 2nd Edition

ISBN-13: 978-0-13-274205-4

**Required Materials:** Textbook, Pearson Access Code, Online Exam Voucher, One Inch-3 ring binder

**NOTE:** LOG INTO Pearson THROUGH BLACKBOARD. DO NOT GO DIRECTLY TO THE Pearson WEBSITE.

**ADA STATEMENT:** Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at the Lubbock Center, the Levelland Student Health & Wellness Center 806-716-2577, Reese Center Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529.

### **Grading Policy:**

1. There will be **no** Make-up Exams and **20 points will be deducted for late assignments.**
2. Assignments will be on **Blackboard and on Pearson under the Course Content Tab.** You must register through Blackboard using your access key so you can access quizzes. If you've already

bought an access code, you may register with the access code without payment. If you do not have an access code, you will be asked to pay before you can access to the online assignments.

3. Individual effort must be demonstrated on all exams. Also considered inappropriate is the use of, in any fashion, a solution manual of any kind. It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of students to present as their own any work that they have not honestly performed is regarded by the faculty and administration as a serious offense and renders the offenders liable to serious consequences, possibly suspension. **Academic Dishonesty:** "At minimum, the first instance of academic dishonesty will be submitted to Student Judicial Services and the student will receive a zero for the assignment. The second instance of academic dishonesty will be submitted to Student Judicial Services and the student will receive an F in the course and be expelled from the program".
4. Class participation and attention will be crucial to the student's successful completion of this course. Although attendance will not be taken, you are still expected to complete all assignments by the due date.
5. The grading scale is as follows:

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F
6. The grading will be based on the following assignment:

Homework:	40%
Quizzes:	30%
Final:	30%
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100%	
7. If there is a problem or a dispute with a grade, it must be brought to your instructor's attention and resolved within 5 days of the grades return. After that, it will not be considered under any circumstances.
8. If you feel you need out of class help, please visit with your professor during office hours.

**Notes:**

- **Quizzes and Assignments will be available starting on Friday's at 8am and be due by the following Thursday at 11:59pm.**
- There might be a possibility for extra credit or a bonus sometime during the semester. These extra points CANNOT raise your grade for a particular segment of your grade beyond 100%. For example, your maximum quiz average can only be 100% or test average can only be 100%.

- The **Final** for this course will be over all chapters AND will be a Certification Exam. Date and time TBD.
- If you need special accommodations, you will still have to take the test on the scheduled date of the exam. If there is a conflict, you will have to prove it to your instructor in order to take an exam at a different time.

**Topics:** The list of selected topics may be modified during the course of the semester. The instructor will notify the class of any changes to the topic list.

**Course Outline**  
**CHEF 1313**  
**Food Service Operations/Systems**

Week	Assignment Open/Due Date	Topic	Assignments	Reading Assignment
1	1/21-1/27	<b>Culinary Student Expectations</b>	Sign in for Pearson with Access Code	Chapter 1
2	1/21-1/27	<b>It All Starts with the Menu</b>	Ch. 1 Notes, Case Study, Review for Learning, Ch. 1 Quiz	Chapter 1
3	1/28-2/3	<b>Standardized Recipes are Critical</b>	Ch. 2 Notes, Case Study, Review for Learning, Ch. 2 Quiz	Chapter 2
4	2/4-2/10	<b>Product Purchasing</b>	Ch. 3 Notes, Case Study, Review for Learning, Ch. 3 Quiz	Chapter 3
5	2/11-2/17	<b>Product Receiving, Storing, and Issuing</b>	Ch. 4 Notes, Case Study, Review for Learning, Ch. 4 Quiz	Chapter 4
6	2/18-2/24	<b>Quality Food Production Standards</b>	Ch. 5 Notes, Case Study, Review for Learning, Ch. 5 Quiz	Chapter 5
7	2/25-3/3	<b>Quality Beverage Management Standards</b>	Ch. 6 Notes, Case Study, Review for	Chapter 6

			Learning, Ch. 6 Quiz	
8	3/4-3/10	<b>Facilitating Performance of Production Staff</b>	Ch. 7 Notes, Case Study, Review for Learning, Ch. 7 Quiz	Chapter 7
9	3/11-3/17	<b>Spring Break</b>	Spring Break	<b>Spring Break</b>
10	3/18-3/24	<b>Communicating with Customers</b>	Ch. 8 Notes, Case Study, Review for Learning, Ch. 8 Quiz	Chapter 8
11	3/25-3/31	<b>Managing Buffets, Banquets, and Catered Events</b>	Ch. 9 Notes, Case Study, Review for Learning, Ch. 9 Quiz	Chapter 9
12	4/1-4/7	<b>Food and Beverage Management: Analysis and Decision Making</b>	Ch. 10 Notes, Case Study, Review for Learning, Ch. 10 Quiz	Chapter 10
13	4/8-4/14	<b>Field Project</b>	Field Project	Field Project
14	4/8-4/21	<b>Review/Practice Tests</b>	<b>Review/Practice Tests</b>	<b>Review all Chapters</b>
15	4/22-4/28	<b>Finals</b>	Finals	Finals
16	5/2-5/5	<b>Lab Finals</b>	Lab Finals	Lab Finals
17	5/9-5/12	<b>Clean Up</b>	<b>Clean Up</b>	<b>Clean Up</b>

### South Plains College's Notices

#### **ATTENDANCE:** (along with your Instructor's Policy)

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have “Never Attended” by the official census date (the 12<sup>th</sup> class day), as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of “X” or “F” as determined by the instructor.

It is the student’s responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

**NOTICE TO STUDENTS:** In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

- ***Consistent with the latest CDC recommendations, we have revised our guidance for students, faculty, and staff who have a known exposure or have tested positive. Anyone with a known exposure should wear a mask for 10 days and should seek a COVID-19 test on day five after exposure. If you test positive or develop symptoms, you should immediately self-isolate and seek a COVID-19 test. Please immediately notify your instructor, supervisor, and DeEtte Edens, Associate Director of Health and Wellness, any time you test positive for COVID-19. Anyone who tests positive is required to self-isolate for five days. Following the five-day isolation period, if you are asymptomatic or your symptoms are resolving, you may return to work or class but should wear a mask for five additional days. If you are still symptomatic, please contact DeEtte Edens at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu) or 806-716-2376 prior to your return date.***