



Lake Technical College

2021 - 2022

Master Plan of Instruction

Professional Culinary Arts & Hospitality

Accredited by the American Culinary Federation

Instructors:

Chef Ken Koenig, CCC, CCE, Department Chair,

Chef Chip Cooper, CCE, & Chef Nicole Austin

Jessica Herring, Industrial Assistant



The mission of Lake Technical College is to be an integral component of the economic growth and development in our communities by offering a variety of high quality career-education and training opportunities.

Lake Technical College does not discriminate on the basis of race, religion, color, national origin, gender, genetic information, age, pregnancy, disability, or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

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LAKE TECHNICAL COLLEGE
Professional Culinary Arts and Hospitality

INTRODUCTION

The need for bakers and cooks is ever present. Qualified people may secure employment in bakeries, restaurants, institutions, and in other phases of the food service industry. As experience and skills develop, many fine opportunities will open in the bakery/restaurant allied trades. In every area of this industry, employees are encouraged to further their education. The head baker and the executive chef usually have sound work experience as part of their training.

The purpose of the program is to prepare students for employment in the professional culinary arts and hospitality field. It is also designed to assist those students who wish to update present skills. The program focuses on student and industry needs, and training is constantly updated by the faculty and program advisory committee to keep current with technological changes.

The objectives of this program are to provide the basic skills and understanding which will prepare the student for entry-level employment in the food service industry. The objectives are as follows:

1. Convey information.
2. Develop manipulative skills.
3. Stimulate through discussion.
4. Solve problems.
5. Promote good morale.
6. Facilitate job satisfaction.
7. Help reduce job turnover.
8. Help insure a more efficient work force.

Skills taught will allow the students to:

1. Be competent in all areas related to food service occupations upon completion of the student learning guides. These areas address such things as first aid, human communications, basic science, and entrepreneurship.
2. Demonstrate the ability to acquire and retain employment through post-graduation job placement and follow-up.

After completing the Professional Culinary Arts and Hospitality Program, the student has several means of making job contacts: direct application to a business employment office; faculty; the program advisory committee; friends; and through newspaper advertisements.

Once employed, there is no set route for advancement. Promotions usually are made from within an establishment. As openings occur, an employee with the desirable training and traits will probably receive the promotion.

All food service occupations pay minimum wage. The rate of earning above minimum wage depends on the factors of experience, character, education, and ability to work in more than one area of food service.

PROGRAM PHILOSOPHY

We believe in an education and training program that will provide all of the knowledge and skills, occupationally and socially, that are required for a successful career in professional culinary arts and hospitality. This will be accomplished by the following:

1. A program and curriculum designed to educate and train all individuals to meet or exceed the entry-level requirements of industry in this area.
2. Development of world-of-work attitudes, social responsibilities, financial planning, and self-evaluation that prepares individuals for successful employment careers and a full and meaningful life.
3. Work-based activities that will ensure actual experiences directly related to the chosen career field.
4. A continuous re-evaluation of the program based on technical changes and employment requirements.

ADMISSION REQUIREMENTS

Applicants must be at least 16 years of age and should be academically, physically, and emotionally capable of meeting the demands of the chosen program. Applicants make initial application through the Admissions Office. A minimum skills evaluation is part of the admission process.

The Florida Legislature requires that prospective students be evaluated to determine levels of reading, math, and language skills. This evaluation helps staff and students in determining the career fields in which each student can be successful.

The Professional Culinary Arts and Hospitality Program has the following minimum admission requirements. The Student Must:

1. Complete an LTC online application.
2. Take the basic skills examination, if required.
3. Meet with a career advisor.
4. Confer with the program faculty prior to actual enrollment.

TESTING REQUIREMENTS

All applicants for Career and Technical Education (CTE) programs 450 hours or more, with the exception of Florida Law Enforcement Academy applicants, take a state mandated basic skills evaluation prior to enrollment. Basic skills evaluation scores must be valid at the time of enrollment. Testers must be 16 years of age or older.

If a student has met or exceeded standard scores on one area of one test, they may use another test to meet the additional skill area requirements. It is acceptable to combine test scores from more than one test. (Rule 6A-10.315, F.A.C.)

Assessment instruments meeting this requirement include:

A **common placement test** where a minimum score has been achieved and is **valid for 2 years from the date of testing** pursuant to Rule 6A-10.0315, F.A.C.:

- Florida Postsecondary Education Readiness Test (PERT)
- SAT, The College Board
- ACT with Writing or ACT, Inc.

Per 2020, FS 1008.30 - Common placement testing for public postsecondary education and Rule 6a-10.040, the following common placement tests have no expiration date:

- Tests of Adult Basic Education (**TABE**) Forms 11 & 12, 2017;
- Comprehensive Adult Student Assessment System (CASAS) GOALS 900 Series, 2019, and,
- 2014 GED® Tests: **Reasoning through Language Arts** and/or **Mathematics Reasoning** where a minimum score (145) as required in Rule 6A-6A.6.021, Florida Administrative Code (F.A.C.) has been attained on each test.

Applicants transferring appropriately leveled TABE, CASAS GOALS, GED® test sections, or other common placement tests must do so by having an official score report sent directly to the Admissions Office prior to enrollment in the program. Scores brought by hand will be accepted only if the document provided by the outside testing center is in a sealed envelope.

Several exemptions to basic skills are accepted. In order to be exempt, a student must submit official documentation to a career advisor for verification of an exemption:

1. Applicants who possess a **documented degree** in applied science (AAS) level or higher;
2. Applicants who earned a **Florida standard high school diploma, 2007 or later** (see withdrawal codes for standard);
3. Applicants who are serving as an **active duty member** of any branch of the United States Armed Services;
4. Documented passing scores on **state-designated industry certification** tests may be used;
5. Any student enrolled in an **apprenticeship program** that is registered with FDOE in accordance with Chapter 446.
6. Mandated basic skills evaluation exit scores may be waived for documented special needs students as per Florida guidelines.

Remediation of Basic Skills

According to Florida Department of Education rules, students who do not meet basic skills exit scores may only retest after 60 documented hours of remediation or three months if no documented remediation is available. Students may not retake the same test version for six months. We, therefore, strongly recommend that students test early, especially for licensure programs, in order to allow time for remediation and retesting should the need arise.

Students who do not meet the minimum basic skills exit scores set by the Florida Department of Education for their program must begin attending remediation classes prior to or at the time of enrollment in a Career and Technical Education program and make acceptable progress as determined by the AAE faculty member. It is highly recommended students meet state mandated basic skills requirements by the time they have completed 50% of their program. Students who do not meet state mandated basic skills exit scores may not receive a certificate of completion as per Florida Department of Education rules.

Some basic skills test scores are only good for two years and must be valid during at the time of enrollment. Basic skills test scores that expire during continuous enrollment remain valid until the end of such enrollment. Under continuous enrollment, students must be enrolled at least 50% of each semester. Continuous enrollment applies to attendance in a single program.

The required TABE exit scores for this program are: Reading 9; Math 9; and Language 9.

ESSENTIAL TASKS

Physical Requirements

Ability to:

1. Lift 50 pounds from floor level to chest high level for putting up stock and pulling it for use.
2. Stand on one's feet for at least four (4) hours at a time while working.
3. Work in all different kinds of temperature settings from 90° (on the hot line) to 0° F (in the walk-in freezer) putting up and pulling stock for use.
4. Use hand/eye dexterity for the use of small hand tools for slicing, peeling, chopping, mixing, measuring, and cleaning.
5. Stoop.
6. Crouch and/or bend.
7. See (near acuity).
8. Communicate.

Mental and Emotional Requirements

Ability to:

1. Work with others.
2. Make decisions.
3. Cope with anger/hostility of others in a calm manner.
4. Cope with moderate to high levels of stress.
5. Cope with confrontation.
6. Cope with frustration.
7. Assist with problem resolution.
8. Demonstrate a high degree of patience.
9. Work in areas that are close and crowded.
10. Plan and organize daily activities.
11. Apply common sense understanding to carry out instructions furnished in both written and oral form.
12. Tolerate moderate noise level.
13. Perform repetitive tasks.
14. Measure accurately.
15. Work without close, direct supervision.
16. Work on multiple tasks and priorities.
17. Perform and complete tasks of relative complexity.
18. Perform basic mathematical operations.
19. Resolve conflicts with patience.

ACCOMMODATIONS

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's IEP or 504 plan or postsecondary student's accommodations plan to meet individual needs to ensure equal access. Postsecondary students with disabilities must self-identify, present documentation, request accommodations if needed, and develop a plan with their postsecondary provider.

Students desiring accommodations or updates to their accommodations are encouraged to self-identify as early in the program as possible. In order to receive disability accommodations, students must self-disclose the disability to the Special Populations Coordinator and provide documentation that clearly shows evidence of a disability and applicable accommodations. The Special Populations Coordinator will schedule a meeting with the student and faculty to discuss the documented disability and applicable accommodations.

Accommodations received in postsecondary education may differ from those received in secondary education. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments, assessments, time demands, schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodation requested and provided is maintained in a confidential file.

Students in need of academic accommodations for a disability may consult with the Special Populations Coordinator to arrange appropriate accommodations. Students are required to give reasonable notice (typically 5 working days) prior to requesting an accommodation.

TUITION

Tuition is charged to adult students at a rate established by the State legislature. Current fee information is available in the Admissions Office. Tuition is waived for eligible high school, career dual enrolled students. Tuition is due prior to the first day of each payment period based on the Lake Technical College payment calendar. Failure to pay fees at the time class begins will result in not being able to attend class and/or clinical.

INSURANCE

Personal injury/school accident insurance is required for all Career and Technical Education students. This insurance is provided through Lake Technical College at the rate of \$1.50 a month. The accident insurance fee will be charged to students per payment period.

Health programs with clinical experiences require liability insurance in conjunction with requirements by the healthcare facilities. The liability insurance fee is charged to students at the time of enrollment.

PROGRAM SCHEDULE

Full-time students attend class from 7:30 AM to 3:30 PM Monday through Thursday with a 30 minute lunch period. This schedule provides 7.5 hours of instruction each day for a total of 30 hours per four-day week, excluding holidays and school breaks as outlined in the current school calendar.

ATTENDANCE POLICY

In an effort to develop appropriate work ethics, Lake Tech students are expected to attend all class sessions. As is expected in the workplace, when it is necessary to be absent due to illness or emergency situations, all students are to notify the faculty on or before the date of absence. The student attendance policy for each postsecondary program is consistent with industry standards.

Campus attendance is kept via a computerized system. It is the responsibility of the student to log in and out in order to receive credit for class time. This allows the school to keep accurate attendance records for the actual number of hours and minutes attended. Faculty are not expected to manually enter student attendance. Only one override is permitted for failure to log in or out. Therefore, failure of a student to log in and out may result in a documented absence. Logging in or out for another student or having another student log in or out is unacceptable behavior and may result in dismissal.

Only regularly scheduled class hours will be reported for attendance. Make-up time will not be accepted except as approved by the Executive Director of Lake Technical College

Absences

A student who is absent for six (6) consecutive class sessions will be withdrawn from enrollment in his/her program. A student withdrawn for absenteeism must petition administration to return. A student having medical documentation or documentation of an extenuating circumstance does not need to petition to return. Students exhibiting a pattern of consecutive absences less than six days will be subject to dismissal as determined by a School Intervention Team. Students with attendance issues will sign an acknowledgement that they have been notified that continued absences will pose a threat to grades and program enrollment. If the student's attendance does not improve but drops below 60%, the student will be withdrawn unless documentation regarding extenuating circumstances is provided to the Dean of Student Services.

Students in non-licensure programs must have achieved a minimum of 80% attendance at the end of each payment period. Students not having met this requirement will sign an acknowledgement that they have been notified that continued absences will pose a threat to grades and program enrollment. If the student's attendance does not improve but

drops below 75%, the student will be withdrawn unless documentation regarding extenuating circumstances is provided to the Dean of Student Services. School Intervention Team (SIT) meetings will be held as necessary to attempt to alleviate issues resulting in excessive absences and to counsel the student of possible alternatives and consequences. Students who miss more than 20% of their program will not be allowed to continue to the next payment period and must wait until the following enrollment period to re-register unless the student's appeal to the Executive Director has been approved.

Tardiness

As in the workplace, students are expected to be in their class promptly in the morning, after break, and after lunch. Students are expected to notify the faculty before the start of class of any anticipated tardies. Any student who is tardy and/or leaves early for 20% or more of the number of days scheduled for any given 9-week period will be placed on a behavior contract. Probationary status will terminate when the number of tardies/early departures no longer exceeds 20% of the completed scheduled attendance days. Students must call the Professional Culinary Arts and Hospitality Program at 589-2250, extension 1866, and leave a message for the faculty.

Leaving Campus During School Hours

For safety reasons, students will notify their faculty when leaving campus early. Students may leave campus for lunch provided this is done within the allotted time.

PLAN OF INSTRUCTIONAL PRACTICES

All students in the Professional Culinary Arts and Hospitality Program are expected to complete all competencies in the Florida Department of Education's Curriculum Frameworks. To obtain this goal, instruction will be given in the form of lectures, learning guides, demonstrations, audio-visual material, hands-on computer activities, discussions, field trips, guest speakers, and laboratory experiences.

The laboratory is divided into six stations. Students will be assigned to each of the six stations and progress through these stations according to ability. Specific lectures, learning guides, demonstrations, audio-visual material, hands-on computer activities, and discussions coincide with each station.

Online Access

Technology is an integral part of our daily lives. From smart phones to electronic tablets, these devices are becoming items that many cannot function without. In addition, the Internet is changing the way education is delivered. Lake Technical College strives to ensure that our students are able to compete in this technology driven world. With this in mind, it is recommended that students have an online presence and access to the internet.

It is also important that students have an email address that they check on a regular basis. A lot of information may come to you through your email, so it is important that you check it regularly. If you do not have an email address, there are numerous services that provide FREE email addresses. Please make sure your faculty have a current, working email address for you. See your faculty for more information.

Social Media

The advent of social media has created a world-wide communication medium for persons of all ages. While extremely popular, these websites have also created their own set of "not-so-popular" problems such as cyber-stalking, identity theft, cyber-bullying, cyber-cheating (posting of exam, or other course material), and a host of other nebulous challenges that users may face. Another reality associated with social media is its far-reaching consequences for those who share posts that may be seen by others as inappropriate.

Potential employers, current employers, civic, or educational organizations you may be associated with, and many others are looking at social media sites for information that may tell them things about an individual. Students should also be cautioned on how private their social media content really is – despite the settings on an account. All social media sites are potentially vulnerable. A simple search of how to view pages that are set as "private" for a popular social media website yielded numerous responses for ways to view the content. Everything from blogs to online videos offer to explain how to accomplish this task.

Students in all programs need to be cognizant of the fact that most professions rely on great moral character. It is recommended that when using social media, assume that all posts will be seen/read by everyone with access to the internet.

Work Based Activities

Work-based learning activities play an integral part of the curriculum of Lake Technical College's (LTC) career-technical training programs. These activities are planned with two objectives in mind. First, the activity provides students with the opportunity to develop and apply a "real world" experience using the knowledge and skills attained in the program.

Second, the activity provides the faculty with objective input from potential employers or customers of program graduates. Each work-based activity has a written instructional plan outlining objectives, experiences, competencies and evaluation required during the activity.

Work-based activities are program specific and may include:

- Unpaid in-school shop/lab activities to provide customer service opportunities under the direct supervision of the program faculty.
- Unpaid job shadowing experiences that may include in-school or off-campus employer-based experiences under the supervision of a qualified employer representative who is working closely with the program faculty.
- Paid or unpaid cooperative training experiences conducted at the employer's work location under the supervision of a qualified employer representative and under the direction of the program faculty.

Cooperative Education

Cooperative training is available for students and coordinated by the program faculty. Cooperative training is for students who have shown competence in program training which indicates readiness for placement in an on-the-job program. Students must be enrolled in their last course of their program in order to participate in Co-op. In addition, basic skills exit levels must be met and the student can have no outstanding debt with the school. Students must be approved for Co-op prior to beginning, including clearance through financial aid.

Students who do not function satisfactorily on the job may be returned to the program for additional training, or when the cooperative agreement is terminated at the request of the student, the parent, the employer, or the program faculty.

Veterans will be accepted into the program in accordance with the Department of Veterans Affairs approved program.

Additional information regarding co-op opportunities may be obtained from the program faculty.

Job Shadowing

Job shadowing experiences, or volunteer experiences, are available to students who may benefit from the experience. These experiences are designed to give the student actual hands-on experience doing a variety of related tasks. Length and type of experiences will vary. The program faculty determines appropriateness of the experience. Additional information regarding job shadowing experiences may be obtained from the program faculty.

Career Dual Enrollment Students

All students enrolled in Lake Technical College are expected to function as adults. Career dual enrollment students will be held to the same behavioral and performance standards as adult students.

GRADING PROCEDURE

Lake Technical College is a postsecondary institution designed to provide trained individuals to industry. The grading scale for this program reflects industry standards. Dual-enrolled students will follow the grading policy of the Lake County School Board for the purposes of graduation credit. The approved postsecondary program grading requirements must be met if the student is to receive a certificate.

The grading policy for Professional Culinary Arts and Hospitality Program is as follows:

90-100	Outstanding Progress
70-89	Passing
< 70	Failing

Lake Technical College is a postsecondary institution designed to provide trained individuals to industry. The grading scale for this program reflects industry standards. The approved postsecondary program grading requirements must be met if the student is to receive a certificate.

The student performance will be evaluated through the following methods:

1. One-third of the weekly grade is based on the Professional Skills Assessment Form, which includes:
 - a. **Attendance:** Attends class for all scheduled hours assigned, arrives/leaves on time, contribute to class discussion and is actively involved in all activities.

- b. **Character:** Displays academic integrity (inclusive of not committing plagiarism), trustworthiness, dependability, reliability, self-discipline, and self-responsibility.
 - c. **Teamwork:** Respects the rights of others; is a team worker; is cooperative; ensures confidentiality in all classroom, clinical and other matters; demonstrates professional behavior in interactions with peers, preceptors, and faculty.
 - d. **Appearance:** Displays appropriate dress, grooming, hygiene, and wears full regulation uniform of the day.
 - e. **Attitude:** Displays a willingness to cooperate and accept constructive criticism; sets realistic expectations; approaches assignments with interest and initiative.
 - f. **Productivity:** Follows safety practices; conserves materials and supplies; maintains equipment; stays on task and utilizes time constructively; demonstrates proactive learning through involvement in activities and contributions to class discussions.
 - g. **Organization:** Manifests skill in prioritizing and management of time and stress; demonstrates flexibility in handling change; completes assignments on time; uses work time appropriately.
 - h. **Communication:** Contacts faculty to report concerns; notifies faculty of tardy/absence one hour before start of class; seeks clarification and understanding through appropriate, pertinent questions.
 - i. **Leadership:** Displays leadership skills; appropriately handles conflict and concerns; demonstrates problem-solving capability; maintains appropriate relationships with supervisors/faculty and peers; follows the chain of command.
 - j. **Respect:** Deals appropriately with cultural/racial diversity; does not engage in harassment of any kind to include but not limited to verbal, nonverbal, and written; addresses faculty and peers in appropriate tone and with appropriate language to include but not limited to electronic (email, text, etc.) communications.
2. One-third of the weekly grade is based on a written test and/or web-based portion of culinary knowledge tests. Extra credit or make-up work may be arranged with the faculty.
 3. One-third of the week grade is based on skill mastery. The student must perform, under supervision, all tasks listed in the Department of Education Student Performance Standards. Along with this, all written evaluations must be completed with a minimum of 70% accuracy in the Professional Culinary Arts and Hospitality Program.

Student Performance Objectives

Student performance objectives are based on criteria that have been identified for each of the competencies. Students are then given an overall rating for the competency. The ratings are as follows:

- 5 The student can perform this skill without supervision and with initiative and adaptability to problem situations.
- 4 The student can perform this skill satisfactorily without assistance or supervision.
- 3 The student can perform this skill satisfactorily but requires some assistance and/or supervision.
- 2 The student can perform parts of this skill satisfactorily but requires considerable assistance and/or supervision.
- 1 The student cannot perform this skill even with constant supervision.

If a student scores below a three (3) on the Performance Test, he/she will have the opportunity to repeat the learning activities and practice the preparation again and take the Performance Test a second time or a third time, if necessary.

Knowledge Tests

Knowledge tests will be given at the completion of a chapter or web-based knowledge assignment. The tests will be on the material covered. The average achieving student should complete one knowledge test a week to complete the program in approximately 12 months. Students must achieve a 70% or better on each test. Students earning less than 70% will be given the opportunity to re-study and re-take the knowledge test.

PROGRAM PROGRESS

Students are expected to complete the program of training within the hours allotted by the State of Florida for completion. The student's rate of progress will be closely monitored by the faculty to ensure program completion in a timely manner. Students must be enrolled in their last course of their program in order to participate in Co-op. In addition, basic skills exit levels must be met and the student can have no outstanding debt with the school. Students must be approved for Co-op prior to beginning, including clearance through financial aid.

REQUIREMENTS FOR A CERTIFICATE

All competencies specified in the State of Florida Curriculum Framework for the program must be successfully completed with at least an 80 percent in the areas of skills, knowledge, and professional skills. Students must also meet minimum requirements prior to graduation.

STUDENT DRESS CODE

Students who attend Lake Tech shall dress in a manner appropriate for the job in which they are receiving training, including any special protective gear and professional uniforms. All clothing, makeup, and jewelry must be clean, neat, modest, in good repair, appropriately sized, and be neither distracting nor offensive. Students are expected to display their valid student ID, or have on their person when unable to display due to safety in the program, at all times.

The Executive Director or designee has the final authority for determining whether or not a student's apparel conforms to the dress code. When it is determined that it does not, students will be required to change into clothing which will conform to this code or leave campus. Students may return to campus when they have changed into appropriate clothing.

Uniform Requirements

Uniforms, which are a mark of the trade or profession, should be worn with dignity and pride. Students are required to wear a chef's coat and cook's pants. Clean socks (white, black, or neutral) and comfortable leather shoes with low rubber heels are also required. Shoes must be clean and in good repair. No street shoes, canvas shoes, or thongs will be allowed.

Uniforms (to be worn daily)

- Chef's coats (to be worn daily)
- Cooks' pants (cotton)
- Flat, closed-toed, rubber-soled, leather-upper, slip resistant shoes
- Approved head cover

Students will be required to wear their uniforms while working in food preparation areas and while on campus. Approved head cover is required in all culinary program areas.

Personal Hygiene

1. Bathe and shower daily (men will be clean shaven or wear beard nets).
2. Wear clean uniforms and aprons.
3. Always wear a hat or hair net.
4. Wash hands as often as necessary during work, including:
 - a. After eating, drinking, or smoking.
 - b. After using the restroom.
 - c. After touching or handling anything that may be contaminated with bacteria.
5. Keep hands away from face, eyes, hair, and arms.
6. Fingernails will be neat, scrubbed, and free of contamination (no fingernail polish).
7. Wearing jewelry other than a wristwatch or a plain wedding band is prohibited.

GENERAL PROGRAM INFORMATION

Articulation

Valencia College grants fifteen hours of college credit towards the Culinary Management Program for graduates of Lake Tech's Professional Culinary Arts and Hospitality program.

Campus Safety

Lake Technical College makes every effort to provide a safe environment for all students, visitors, faculty and staff. Basic safety standards, which will include fire drills, weather drills, equipment usage, and traffic regulations, will be covered in the program orientation. These basic safety standards will be reinforced throughout the program enrollment. See the current school catalog for additional campus safety information.

Competency-based Instruction

Any student who enters a LTC program with previous experience or educational background that would enable the student to successfully complete a test of competence in any area may, with the permission of the faculty, complete a test to measure that competence.

Follow Up

Lake Technical College is proud of its graduates and celebrates the next step graduates take whether it is employment, military or further education. Prior to completing, students may visit the Career Success Center for assistance with employability skills such as resume writing. In addition, faculty may provide students with employment leads. However, it

is up to the individual student to actively pursue employment opportunities. We like to hear how our graduates are doing and want to celebrate your successes so be sure to communicate with your faculty any employment, military, or further education you enter. Students are required to participate in an Exit Interview prior to their last day in their program.

Lunch

Adult students may leave the LTC campus during the scheduled 30-minute lunch break as long as they return to the program on time.

Parking Regulations

Students may park only in the south parking lot in spaces not designated as staff or customer service parking. For safety, loitering in or around vehicles once the vehicle is parked is not allowed and a 5 mph speed limit is enforced. In consideration of the neighbors and classes in session, loud music in vehicles on campus is prohibited.

Smoking

Lake Tech is a tobacco free institution. The use of tobacco products of any kind, including e-cigarettes, is not permitted at any Lake Tech location. This includes the parking lots.

Special Events

Activities which enhance the learning experiences for the student are not always available during the 8:00 a.m. to 2:30 p.m. school day. Special events are occasionally planned beyond the regular school day. When this occurs, schedule adjustments are made.

Supplies

- One (1) 3-ring notebook with 3" rings
- Notebook paper
- #2 pencils
- Ballpoint pen

FINANCIAL AID

Policies and guidelines for the administration of all financial aid are established according to federal and state law. Applicants complete an information form, Free Application for Federal Student Aid, and furnish documentation needed to verify eligibility. More information on the application process may be obtained in the Financial Aid Office.

The Financial Aid Office will assist students, where possible, with access to financial support offered by federal agencies (U.S. Department of Education – Pell Grants, Department of Veterans' Affairs), other state and local agencies and local organizations (scholarships).

JOB TITLES

Professional Culinary Arts and Hospitality

Training in this program could gain a student initial employment as a:

Baker's Helper
Short-Order Cook
Line Cook
Restaurant Cook

Institutional Cook
Cafeteria Cook
Prep Cook
Salad Maker

Chef/Head Cook
Food Service Management

Apprentice Cook

Training in this program could gain students employment as:

Line Cook
Broiler Cook
Saucier
Roundsman

Butcher
Entremetier
Garde-Manger
Patissier

Poissonier
Potager
Rotisseur
Buffetier

TEXTBOOKS

For the most recent textbook list for the Professional Culinary Arts and Hospitality program, visit Lake Technical College's bookstore located in the Business Office. Dual enrolled students from public schools are loaned textbooks as per state statute and must return these books prior to withdrawal from the program.

PROGRAM OBJECTIVES

See the attached Florida State Department of Education Curriculum Framework for program objectives and desired competencies.

**Florida Department of Education
Curriculum Framework**

Program Title: Professional Culinary Arts & Hospitality
Program Type: Career Preparatory
Career Cluster: Hospitality & Tourism

Career Certificate	
Program Number	N100500
CIP Number	0412050312
Grade Level	30, 31
Standard Length	1200 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	35-2021 – Food Preparation Workers 35-2014 – Cooks, Restaurant 35-1011 – Chefs and Head Cooks 11-9051 – Food Service Managers
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 9 Language: 9 Reading: 9

Purpose

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Hospitality & Tourism career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Hospitality & Tourism career cluster.

The content includes but is not limited to preparation, presentation, and serving of a wide variety of foods; leadership, communication skills, employability skills, and safe/efficient work practices are also covered. This coursework prepares students for employment in the food service/hospitality industry.

Additional Information relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

Program Structure

This program is a planned sequence of instruction consisting of four occupational completion points.

This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3)(b), F.S.

The following table illustrates the post-secondary program structure:

OCP	Course Number	Course Title	Teacher Certification	Length	SOC Code
A	HMV0100	Food Preparation	FAM CON SCI CULINARY 7 G	300 hours	35-2021
B	HMV0170	Cook - Restaurant		300 hours	35-2014
C	HMV0171	Chef/Head Cook		300 hours	35-1011
D	HMV0126	Food Service Management		300 hours	11-9051

Regulated Programs

Information on Department of Health rules that affect culinary programs is available at <https://www.flrules.org/gateway/chapterhome.asp?chapter=64E-11>.

It is strongly recommended that teachers obtain employee food handler training certification (<http://www.myfloridalicense.com/dbpr/hr/food-lodging/employee-training.html>) as well as food safety manager training/certification (<http://www.myfloridalicense.com/dbpr/hr/food-lodging/ManagerCertification.html>).

Common Career Technical Core – Career Ready Practices

Career Ready Practices describe the career-ready skills that educators should seek to develop in their students. These practices are not exclusive to a Career Pathway, program of study, discipline or level of education. Career Ready Practices should be taught and reinforced in all career exploration and preparation programs with increasingly higher levels of complexity and expectation as a student advances through a program of study.

1. Act as a responsible and contributing citizen and employee.
2. Apply appropriate academic and technical skills.
3. Attend to personal health and financial well-being.
4. Communicate clearly, effectively and with reason.
5. Consider the environmental, social and economic impacts of decisions.
6. Demonstrate creativity and innovation.
7. Employ valid and reliable research strategies.
8. Utilize critical thinking to make sense of problems and persevere in solving them.
9. Model integrity, ethical leadership and effective management.
10. Plan education and career path aligned to personal goals.
11. Use technology to enhance productivity.
12. Work productively in teams while using cultural/global competence.

Standards

After successfully completing this program, the student will be able to perform the following:

- 01.0 Identify career and employment opportunities.
- 02.0 Exhibit the ability to follow state mandated guidelines for food service.
- 03.0 Demonstrate and incorporate workplace safety procedures.
- 04.0 Demonstrate personal productivity
- 05.0 Utilize operational systems.
- 06.0 Use and care for commercial tools and equipment.
- 07.0 Describe the basic principles of food science.
- 08.0 Demonstration proficiency in culinary math.
- 09.0 Describe the basic principles of nutrition.
- 10.0 Identify and explain front-of-the-house and back-of-the-house duties.
- 11.0 Prepare and present food and beverage items to meet creativity aspects as well as quality standards.
- 12.0 Exhibit and utilize safe, secure, and sanitary work procedures.
- 13.0 Apply principles of food science in cooking and baking techniques.
- 14.0 Apply principles of nutrition in menu planning, cooking, and baking.
- 15.0 Perform front-of-the-house duties.
- 16.0 Perform back-of-the-house and inventory duties.
- 17.0 Research college and career advancement opportunities in professional cooking and baking.
- 18.0 Follow food identification, selection, purchasing, receiving, storing and inventory guidelines.
- 19.0 Practice advanced cooking and baking techniques.
- 20.0 Apply scientific principles in cooking and baking.
- 21.0 Demonstrate fruit and vegetable preparation skills.
- 22.0 Demonstrate Garde manager and buffet food preparation skills.
- 23.0 Demonstrate dairy, egg and starch by-product preparation skills.
- 24.0 Demonstrate stock, soup and sauce preparation skills.
- 25.0 Demonstrate meat, poultry, fish and seafood preparation skills.
- 26.0 Demonstrate bakery goods and dessert presentation skills.

- 27.0 Demonstrate management skills
- 28.0 Comply with laws and regulations specific to the food service and hospitality industry.
- 29.0 Develop a business plan.
- 30.0 Create and prepare menus for various nutritional needs.
- 31.0 Utilize cost-control techniques to maximize profitability.
- 32.0 Interpret and incorporate guidelines and policies for food service establishments.
- 33.0 Compare and analyze the relationship of nutrition to wellness,
- 34.0 Develop and prepare menus for customers on special diets.
- 35.0 Compare and analyze menus of food establishments.