

**Catering-2307**  
**Chef Bren Young**  
**Northeast Texas Community College**  
**NTCC Culinary Arts, Pittsburg, Texas**  
**Office phone: (903) 434-8333**

**TYPE OF COURSE: LAB/ THEORY    CREDIT HOURS: 3**

**Professor: Chef Bren Young phone (903) 434-8392**

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**Instructor's Office Hours: Immediately after class: other times by appointment**

**Required text and uniform/materials: Professional Cooking Gisslen  
ISBN 0470197528**

**Uniform: Dept. approved chef jackets, chef checked pants, chef hat, knife kit, slip resistant shoes, instant read thermometer, hair should be restrained at all times.**

**Course Objectives:**

**Upon successful completion of the course, the student will be able to:**

**Knowledge Base:**

- Understand the duties of a caterer and understand how to work with clients.
- 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.
- Plan and execute a catered event that meets the needs of the client.
- Explain the production of a catered event including assembly, sanitation, holding, serving, transportation, storage, and clean up.
- Identify the different styles of service for catered events.
- Understand basic banquet event orders and other forms used in a catered event.
- Identify the industry resources and their functions for a catered event including rentals, venue management, floral design and event production.

## TARDINESS

Class will start on time and habitual tardiness will not be tolerated. Tardiness of (3) times equals one day absence of 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 with 40% of the grade being derived from the lecture and 60% of the grade derived from the lab.

## 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:

### LECTURE:

Daily Grade/Attendance/Attitude	20%
Weekly Assignments	5%
Quizzes and Final Exam	10%
Kitchen Manager	5%
LECTURE= _____	40%

### LAB:

Catering Project	30%
Catering Project	30%
LAB= _____	100%

## Daily Grade/Attendance Grade/Attitude:

- 5.75-6.25 = Excellent
- 4.75-5.50 = Very Good
- 3.75-4.50 = Needs Improvement
- Under 3.50 = Failing

**Mandatory Semester Clean-up:**

**SEMESTER CLEAN-UP (1 day per semester) 100 Points will be subtracted if you do not attend Clean-up day!**

**Quiz Make-up:**

**Quizzes worth 10 points or less will not be made up.**

**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.**

**Course Grade: Total Points Grade**

**90-100 points A (signifies excellent prep and work ethic)**

**80-89 points B (signifies above average prep and work ethic)**

**70-79 points C (signifies average prep and work ethic)**

**60-69 points D (signifies below average prep and work ethic)**

**0-59 points F (signifies no course credit)**

**Mid-Term Exam: 15% of your grade**

**The Mid-term Exam is comprehensive and covers all chapters in the course. No review will be given out; all test questions will be taken off the notes given in lecture and also from your book. 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.**

**The PRACTICAL: The Practical will be the assigned "Caterings" and you will be graded on all aspects of your table settings, menu planning, final execution, planning, costing, staffing, clean-up and portfolios.**

**Portfolio:**

A portfolio will not be required for the catering class to turn in at the end of the Semester. You must attend all catering assignments and some will be on weekends as they are not booked yet I cannot give you the dates and times but will as soon as I know this information. Jobs are not excuses to miss a catering event!!

**Kitchen Etiquette:**

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

**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 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.**

I, \_\_\_\_\_ have read and understand the rules and regulations of this Catering-2307 syllabus.

signature \_\_\_\_\_ date \_\_\_\_\_