SYLLABUS
BKP 101
INTRODUCTION TO BAKING

Technical College of the Lowcountry
Main Campus
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Introduction
Required by TCL Procedure 3-1-301.10 titled, “Course Syllabus”
➢ The syllabus is an outline of the course material, does not constitute a contract, and is subject to change with an adequate notice.
➢ User Responsibility on Use and Duplication of Computer Software (TCL Procedure 7-1-702.5). Students are responsible for the legal use of computer software and applicable copyright laws and are prohibited from copying software on College computers and from installing personal software.
➢ ADA Statement: The Technical College of the Lowcountry provides access, equal opportunity, and reasonable accommodation in its services, programs, activities, education, and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities during the first 10 days of the academic term.

Course Description
Reference: South Carolina Technical College System Catalog of Approved Courses

BKP 101 introduction to Baking
3 Semester Hour Credits
Method of Instruction: Lecture/demonstration and hands-on laboratory
Prerequisites: ENG 100, MAT 032/012, RDG 100
Corequisite: HOS 155 Hospitality Sanitation*

*Corequisite: HOS 155 Hospitality Sanitation is offered every semester and must be completed before or during enrollment in this course. In lieu of taking HOS 155, a current National Restaurant Association ServSafe Manager’s certificate satisfies this requirement.

This course introduces the basic techniques of baking of leavened dough and breads.

Course Focus
This course covers basic ingredients of a bakeshop, techniques, weights and measures, baking terminology and formula calculations.

Course Objectives/Learning Outcomes/Goals
By the end of this course, students will be able to:
➢ Students will be able to select and use basic pastry/bakery equipment under different production scenarios
➢ Students will be able to list and define terminology specifically related to the production of pastry/baked goods
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➢ Students will be able to scale ingredients accurately
➢ Students will be able to list and discuss qualities and standards for contemporary restaurant plated desserts
➢ Students will be able to prepare baked custards, meringue, pate a choux and creams
➢ Student will be able to demonstrate proficiency in preparing yeast breads & rolls, quick breads, pies/tarts, muffins, cookies, fillings, sauces, glazes, ice cream, sorbets, mousses, custards and creams
➢ Students will be able to demonstrate standards for sanitary product use and storage produced in the baking class.
➢ Demonstrate proper scaling and measurement techniques, prepare and evaluate a variety of bakery products, and identify/explain terminology as they apply to the baking process.

Evaluation Criteria and Grading
Your performance objective and exams will be translated to points and the points to grades. Your grade will be based on the percentage of points earned/the total number of points possible. The grading scale for this course is as follows:

A= 90-100%    B= 80-89%    C= 70-79%    D= 60-69%    F= 0-59%

Required Texts
The following textbook is required and available for purchase in the bookstore.

<table>
<thead>
<tr>
<th>Textbook</th>
<th>ON BAKING</th>
<th>Pearson Publishing, New York, NY 10013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author:</td>
<td>LABENSKY</td>
<td>Published Date: 2016</td>
</tr>
</tbody>
</table>

Required Uniform Items
All students of the Culinary Institute of the South are considered ambassadors for the college. Accordingly, the wear of professional uniforms is very important in the classroom and in the community. The following items, offered in the college bookstore, are required to ensure uniformity.

<table>
<thead>
<tr>
<th>Category</th>
<th>Item Description</th>
<th>SKU</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uniform</td>
<td>Mercer Millennia White Jackets</td>
<td>2001253</td>
<td>2 each</td>
</tr>
<tr>
<td>Uniform</td>
<td>Culinary Institute embroidered patch</td>
<td>2001205</td>
<td>2 each</td>
</tr>
<tr>
<td>Uniform</td>
<td>Mercer Millennia Hounds-tooth Pants</td>
<td>2001254</td>
<td>2 each</td>
</tr>
<tr>
<td>Uniform</td>
<td>Mercer Black Skull Cap</td>
<td>76530191127</td>
<td>2 each</td>
</tr>
<tr>
<td>Apron</td>
<td>Mercer Millennia Black Apron</td>
<td>76530191590</td>
<td>2 each</td>
</tr>
<tr>
<td>Towels</td>
<td>Mercer White Side Towels</td>
<td>2001252</td>
<td>1 (6-pack)</td>
</tr>
</tbody>
</table>
Required Equipment and Technology

The following items, offered in the college bookstore, are required and ensure uniformity.

<table>
<thead>
<tr>
<th>Category</th>
<th>Item Description</th>
<th>SKU</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment</td>
<td>Mercer Knife Kit (Baking &amp; Pastry) designed by TCL Culinary and Hospitality Division</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Technology</td>
<td>Handheld calculator, access to a computer and or computer lab, access to Blackboard</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student Contributions

This course is part of a program that is designed to prepare students for careers in hospitality and tourism fields. The following outlines the college’s minimum expectations from students enrolled in this course.

- **Class Attendance**
  The College’s Statement of Policy (Number 3-1-307) titled, CLASS ATTENDANCE (WITHDRAWAL) states,

  “Students are expected to be in class on time and attend a minimum of 90% of the total class hours or laboratory periods for each course to be eligible to receive a passing grade. Students are responsible for making up the work missed during any absence.”


  - Students shall plan to attend every class. A student that exceeds one (1) absence during the entire semester impacts his/her chances for success and is in violation of this attendance policy.

  **Late for Class:** Students will be considered late if they report to class more than 30 minutes after the scheduled start time. Being late three (3) times will constitute one (1) absence. Late students may attend the class, but they will not be recorded as present and will not receive a daily participation grade.

- **Class Preparation**
  National standards require that lecture courses provide 45 hours of classroom instruction and 90 hours of out-of-class student work. Students are expected to spend at least 10 hours per week studying the textbook, completing assignments, and independently preparing for class using the college’s library resources, researching on the internet, and interacting with experts in the hospitality field to be successful.
Attnadance and Participation Rubric
All students should strive to achieve the high standards outlined below.

<table>
<thead>
<tr>
<th>ELEMENT</th>
<th>POOR</th>
<th>FAIR</th>
<th>GOOD</th>
<th>EXCELLENT</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>0 points</td>
<td>10 points</td>
<td>20 points</td>
<td>25 points</td>
<td>Score</td>
</tr>
<tr>
<td>Punctuality</td>
<td>0 points</td>
<td>10 points</td>
<td>20 points</td>
<td>25 points</td>
<td>Score</td>
</tr>
<tr>
<td>Level of Engagement and Behavior</td>
<td>0 points</td>
<td>10 points</td>
<td>20 points</td>
<td>25 points</td>
<td>Score</td>
</tr>
<tr>
<td>Preparation</td>
<td>0 points</td>
<td>10 points</td>
<td>20 points</td>
<td>25 points</td>
<td>Score</td>
</tr>
</tbody>
</table>

Total Score 0
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➢ Special Activities/Events
From time to time, students may be invited to participate in hospitality-related activities for roughly 3-6 hours per event outside the traditional classroom, days/times. Such opportunities are plentiful, support the local community, increase awareness of this college’s programs, and expand the learning experience. Students should eagerly volunteer for such special events and embrace these opportunities.

Use of Electronic Devices
➢ Cell Phones and all mobile devices are not allowed to be used in the classroom.
➢ All electronic devices should be muted or turned off prior to class.
➢ Emergency use of cell phones is by instructor discretion.
➢ Tablets and laptops may be used in the classroom ONLY as part of classroom instruction (no texting, accessing social media platforms).

Course Dress Code
All students should represent the Culinary Institute of the South as if they were representing an employer. In taking this class, students are taking the first important step toward a career in hospitality. Therefore, it is important to remember that a classroom environment replicates a professional working environment and all dress and behavior should reflect their commitment to the field of hospitality.

This is a hands-on culinary laboratory class that requires special clothing and sanitation considerations. The requirements and guidance below support the strict requirements of the National Restaurant Association’s ServSafe sanitation training. Most chefs choose to wear white jackets to signify the importance and high regard of their profession. In the hospitality industry a uniform instills a sense of pride and professionalism in its members. All students and faculty shall adhere to the dress code while working in the kitchen labs and while representing the college outside of the school. This policy incorporates the overarching guidance in the Student Handbook and copied below.

2019-2020 Technical College of the Lowcountry - Catalog/Student Handbook
Part I – General Information (copied verbatim)
https://catalog.tcl.edu/content.php?catoid=7&navoid=220&hl=%22dress+in+a+manner%22&return to=search#Part_I:_General_Information

Dress Code
Students are encouraged to dress in a manner that represents the College in a positive fashion that does not disrupt the learning environment. Some academic programs and curriculums require specific dress or uniform. This information will be provided by the program’s Division Dean, academic program guidelines, or in class syllabi. In order for TCL to fulfill its commitment to provide quality education, a healthy learning environment must be maintained. As such, we ask all students to respect the fact that when they are on campus, they are in a place of business. It is important that all students respect themselves, respect TCL, and generally seek to stand out in ways that are in keeping with their future goals. Students at TCL begin the process of moving into a professional life, and this process begins by choosing attire that meets standards of good taste.
### REQUIRED DRESS CODE FOR CULINARY LABORATORY STUDENTS

<table>
<thead>
<tr>
<th>Item</th>
<th>Required</th>
<th>Allowed</th>
<th>Not Allowed</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chef jacket</td>
<td>Purchase a minimum of one chef jacket from the college bookstore. Have the jacket(s) embroidered with the student’s first and last name.</td>
<td>Wearing a solid white undershirt/T-shirt is encouraged.</td>
<td>Colored undershirts/T-shirts. Embroidered name shall not include nick names or slogans.</td>
<td>Uniform items shall be clean and wrinkle free and shall reflect the student’s professionalism.</td>
</tr>
<tr>
<td>Chef pants and toque blanche (hat)</td>
<td>Purchase black &amp; white (hounds-tooth) pants and a toque.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Footwear</td>
<td>Purchase slip-resistant black shoes (closed-toed) with good arch support and socks (preferably white).</td>
<td>Clogs or boots are acceptable. Colored socks are permitted but discouraged.</td>
<td>Sneakers may never be worn. Students without proper footwear shall be denied access to the labs.</td>
<td>Shoes with socks must always be worn in the culinary labs. Shoes should provide good arch support.</td>
</tr>
<tr>
<td>Apron and Side Towels</td>
<td>Purchase one (1) white apron and two (2) side towels</td>
<td></td>
<td>Working in the labs without an apron or side towels is never allowed</td>
<td>An apron and 2 side towels shall be worn in labs and removed when leaving.</td>
</tr>
<tr>
<td>Jewelry</td>
<td>Leave jewelry at home or locked in your car.</td>
<td>A plain wedding-type band (without stones) is allowed</td>
<td>Visual piercings (incl. earrings, nose or tongue rings/studs), bracelets, watches. necklaces</td>
<td>Jewelry may not be worn in culinary labs or the dining room, except for plain band.</td>
</tr>
<tr>
<td>Hair</td>
<td>Hair shall be clean and fit under the hat. Facial hair must be neat and trimmed. A beard guard may be required.</td>
<td>Beard guards and hairnets are allowed and sometimes required by the instructor.</td>
<td>No student may work in the labs without adequate hair control.</td>
<td>If all hair does not fit under the hat the student shall wear a hairnet under the hat.</td>
</tr>
<tr>
<td>Personal Hygiene</td>
<td>Students must bathe and wash hands regularly. Finger nails shall be clean and trimmed short.</td>
<td></td>
<td>Nail polish or fake nails.</td>
<td></td>
</tr>
<tr>
<td>Anti-perspirants, body sprays, perfume, lotions, etc</td>
<td>Refrain from wearing any fragrances.</td>
<td>Wearing fragrance-free deodorant/anti-perspirant is encouraged.</td>
<td>Don’t wear perfume, cologne, scented lotion, body spray or deodorant/antiperspirant.</td>
<td>Fragrances can adversely affect the smell and taste of food.</td>
</tr>
</tbody>
</table>
Course Outline (Attachment 1)
Attachment 1 details the specific course requirements. This is a useful planning tool; however, the instructor reserves the right to modify the plan at any time to expand the learning experience.

Key TCL Policies (Appendix 1)
All students must read and understand the Culinary Institute of the South Appendix titled, “Appendix 1, Key TCL Policies” for the following policies: Text Alerts System, Class Cancellation in Hazardous Weather, Class Attendance Policy (Excerpts from the Catalog/Student Handbook), The Student Code, and Americans with Disabilities Act (ADA), Title IX of the Education Amendments Act of 1972.

College Safety Policies (Appendix 2)
All students must read and understand Appendix 2, TCL Safety Policies appended to this syllabus.

Attachments
Attachment 1, Course Outline

Appendices
Appendix 1, Key TCL Policies
Appendix 2, TCL Safety Policies