

ProStart I (3rd Edition)

Levels:	Grades 11-12
Units of Credit:	1.00
CIP Code:	20.0411
Core Code:	34-01-00-00-255
Prerequisite:	Food and Nutrition I and II
Skill Test:	# 931 – NRA ProStart Test provided by URA
Textbook:	Foundations of Restaurant Management & Culinary Arts: Level I

COURSE DESCRIPTION

This basic course from the National Restaurant Association (NRA) introduces students into the world of culinary arts and hospitality management. Basic communication skills, safety and sanitation, food preparation, meal planning, and other topics are taught in this beginning course. FCCLA may be an integral part of this course.

CORE STANDARDS, OBJECTIVES, AND INDICATORS

STANDARD 1

Students will explore the history and careers of the food service, tourism and lodging industries.

OBJECTIVES - CHAPTER 1 - Overview of the Restaurant and Foodservice Industry

Objective 1: Identify the two segments of the restaurant and foodservice industry, and give examples of businesses in each of them.

Objective 2: Categorize the types of businesses that make up the travel and tourism industry.

Objective 3: Outline the growth of the hospitality industry throughout the history of the world, emphasizing growth in the United States.

Objective 4: List chefs who have made significant culinary contributions, and note their major accomplishments.

Objective 5: List entrepreneurs who have influenced foodservice in the United States.

Objective 6: Identify foodservice opportunities provided by the travel and tourism industry.

Objective 7: Identify career opportunities offered by the travel and tourism industry.

Objective 8: Identify the two major categories of jobs in the restaurant and foodservice industry.

Objective 9: Name reasons why people travel.

Objective 10: Describe the differences between leisure and business travelers.

Objective 11: Identify national organizations that rate commercial lodging and foodservice establishments, and list factors used in making their rating judgments.

Objective 12: List and describe the characteristic types of lodging operations.

Objective 13: List and describe activities associated with front-desk operations.

STANDARD 2

Students will keep food safe through the use of proper sanitation techniques.

OBJECTIVES – CHAPTER 2: Keeping Food Safe

Objective 1: Define what a foodborne-illness outbreak is, and list the costs associated with one

Objective 2: Recognize risks associated with high-risk populations.

Objective 3: Identify factors that affect the growth of pathogens (FAT TOM).

Objective 4: Identify characteristics of TCS food and list examples.

Objective 5: Identify methods for preventing biological contamination.

Objective 6: List guidelines for storing chemicals safely.

Objective 7: Recognize the need for food defense systems.

Objective 8: Identify the most common allergens and methods for preventing allergic reactions.

Objective 9: Identify government agencies that regulate the restaurant and foodservice industry.

Objective 10: List personal behaviors that can contaminate food.

Objective 11: List the steps to proper handwashing, and identify when hands should be washed.

Objective 12: Identify proper personal cleanliness practices and appropriate work attire.

Objective 13: Identify ways to handle ready-to-eat food safely.

Objective 14: Identify when food handlers should be prevented from working around food or from working in the operation.

Objective 15: Identify ways to prevent cross-contamination.

Objective 16: Identify ways to prevent time-temperature abuse.

Objective 17: List different temperature-measuring devices and their uses.

Objective 18: Identify characteristics of an approved food source.

Objective 19: Identify criteria for accepting or rejecting food during receiving.

Objective 20: Outline proper procedures for storing food.

Objective 21: Identify the minimum internal temperature requirements for cooking various TCS food.

Objective 22: Outline proper procedures for holding, cooling, and reheating TCS food.

Objective 23: Identify ways to handle food ready for service.

Objective 24: Outline proper procedures for preparing and serving food for off-site service.

Objective 25: List the HACCP principles and explain their importance to food safety.

Objective 26: Explain the difference between cleaning and sanitizing.

Objective 27: Outline proper procedures for cleaning and sanitizing tools and equipment.

Objective 28: Identify factors that affect the effectiveness of sanitizers.

Objective 29: List the elements of a master cleaning schedule.

Objective 30: Identify organizations that certify that equipment meets sanitation standards.

Objective 31: Outline proper procedures for managing pests.

STANDARD 3

Students will consistently implement workplace safety.

OBJECTIVES - CHAPTER 3: Workplace Safety

Objective 1: State who is legally responsible for providing a safe environment and ensuring safe practices.

Objective 2: Define the role of Occupational Safety and Health Administration regulations.

Objective 3: State the Hazard Communication Standard requirements for employers.

Objective 4: List the requirements for storing hazardous chemicals in an operation.

Objective 5: Explain the importance of general safety audits and safety training.

Objective 6: Explain the importance of completing accident reports.

Objective 7: Describe the purpose of an emergency plan.

Objective 8: List ways to use protective clothing and equipment to prevent injuries.

Objective 9: Identify electrical hazards that contribute to accidental fires.

Objective 10: Classify different types of fires and fire extinguishers.

Objective 11: Identify the cleaning frequency for equipment as a way to prevent fires.

Objective 12: Outline the actions to take in the event of a fire at a restaurant or foodservice operation.

Objective 13: Identify procedures for preventing slips, trips, and fall in a foodservice operation.

Objective 14: Outline the procedure for cleaning up spills on floors.

Objective 15: Demonstrate how to use ladders safely.

Objective 16: Demonstrate proper lifting and carrying procedures to avoid injury.

Objective 17: Demonstrate correct and safe use of knives.

Objective 18: Outline basic first aid concepts and procedures.

Objective 19: Recognize the importance of locking doors.

STANDARD 4

Students will identify professional kitchen essentials and understand standardized recipes.

OBJECTIVES - CHAPTER 4: Kitchen Essentials I

Objective 1: Define professionalism, and explain what it means to culinary professionals.

Objective 2: List the stations and positions in the kitchen brigade and the dining brigade.

Objective 3: Perform basic math calculations using numbers or fractions.

Objective 4: Identify the components and functions of a standardized recipe.

Objective 5: Convert recipes to yield smaller and larger quantities based on operational needs.

Objective 6: Explain the difference between customary and metric measurement units, and convert units between the two systems.

Objective 7: Demonstrate measuring and portioning using the appropriate small wares and utensils.

Objective 8: Given a problem, calculate as purchased (AP) and edible portion (EP) amounts.

Objective 9: Calculate the total cost and portion costs of a standardized recipe.

STANDARD 5

Students will identify professional kitchen equipment and techniques.

OBJECTIVES - CHAPTER 5: Kitchen Essentials II

Objective 1: Identify the equipment needed for receiving and storing food and supplies.

Objective 2: Identify the equipment needed for pre-preparation.

Objective 3: List the different types of knives used in the foodservice kitchen and give examples of their uses.

Objective 4: Identify basic types of pots and pans and their common uses.

Objective 5: List the different types of preparation equipment used in the foodservice kitchen and give examples of their uses.

Objective 6: Identify the kitchen equipment needed for holding and serving food and beverages.

Objective 7: Apply effective mise en place through practice.

Objective 8: Explain how to care for knives properly.

Objective 9: Demonstrate the proper use of knives.

Objective 10: Explain the difference between seasoning and flavoring.

Objective 11: Describe and demonstration basic pre-preparation techniques.

Objective 12: List and explain how the three types of cooking work.

Objective 13: Describe dry-heat cooking methods and list the foods to which they are suited.

Objective 14: Describe moist-heat cooking methods and list the foods to which they are suited.

Objective 15: Describe combination-heat cooking methods and list the foods to which they are suited.

Objective 16: Identify ways to determine if a food is done cooking.

Objective 17: List guidelines for plating or storing food that has finished cooking.

Objective 18: Describe a healthy diet.

Objective 19: Use the Dietary Guidelines for Americans and MyPyramid to plan meals.

Objective 20: Interpret information on a nutrition label.

Objective 21: Define obesity and explain how it can be prevented.

STANDARD 6

Students will discuss, prepare and present a quality stock, sauce and soup.

OBJECTIVES - CHAPTER 6: Stocks, Sauces, and Soup

Objective 1: Identify the four essential parts of stock and the proper ingredients for each.

Objective 2: List and explain the various types of stock and their ingredients.

Objective 3: Demonstrate three methods for preparing bones for stock.

Objective 4: Prepare the ingredients for and cook several kinds of stocks.

Objective 5: Explain how and why to degrease stock.

Objective 6: List the ways to cool stock properly.

Objective 7: Identify the grand sauces and describe other sauces made from them.

Objective 8: List the proper ingredients for sauces.

Objective 9: Prepare several kinds of sauces.

Objective 10: Match sauces to appropriate food.

Objective 11: Identify the two basic kinds of soups and give examples of each.

Objective 12: Explain the preparation of the basic ingredients for broth, consommé, purée, clear, and cream soups.

Objective 13: Prepare several kinds of soups.

STANDARD 7

Students will describe and identify various effective communication processes.

OBJECTIVES - CHAPTER 7: Communication

Objective 1: Describe the communication process.

Objective 2: Identify obstacles to effective communication and explain how to prevent them.

Objective 3: Explain how personal characteristics can affect communication.

Objective 4: List and demonstrate effective listening skills.

Objective 5: List and demonstrate effective speaking skills.

Objective 6: Identify and use business-appropriate telephone skills.

Objective 7: List and demonstrate effective writing skills.

Objective 8: Define organizational communication and give examples of when it might be used.

Objective 9: Describe interpersonal communication.

Objective 10: List ways to build relationships through interpersonal communication.

STANDARD 8

Students will identify the essentials of effective management in the work place.

OBJECTIVES - CHAPTER 8: Management Essentials

Objective 1: State the difference between school and workplace environments.

Objective 2: Explain how stereotypes and prejudices can negatively affect working together.

Objective 3: Identify the benefits of diversity to a workplace.

Objective 4: List ways to promote diversity in the workplace.

Objective 5: Describe what a harassment-free environment and mutually respectful workplace is.

Objective 6: List guidelines for handling harassment claims.

Objective 7: Explain the concept of teamwork.

Objective 8: Describe ethics, and explain their importance to the restaurant and foodservice industry.

Objective 9: Identify the behaviors of a leader.

Objective 10: Identify common expectations that employees have about managers.

Objective 11: Define motivation, and explain a leader's responsibility to motivate employees.

Objective 12: Define organizational goal, and explain why this type of goal should be SMART.

Objective 13: Explain the purpose of vision statements and mission statements.

Objective 14: Identify how employees' roles and jobs impact a mission and goals.

Objective 15: List the steps for solving a problem and explain how each step contributes to finding a solution.

Objective 16: Explain the importance of individual development to your restaurant or foodservice career.

Objective 17: Explain what is included in a job description and explain the importance of these documents to a business.

- Objective 18:** Identify the difference between exempt and non-exempt employees.
- Objective 19:** Explain a manager's responsibility for maintaining labor law knowledge.
- Objective 20:** Identify discriminatory language and practices in the hiring process.
- Objective 21:** Identify methods for ensuring a fair and consistent hiring process.
- Objective 22:** Describe the typical phases of onboarding and explain its importance to a business.
- Objective 23:** Explain what employees can expect during orientation.
- Objective 24:** List items that employees receive during orientation.
- Objective 25:** Identify the typical topics addressed in orientation sessions and employee manuals.
- Objective 26:** Identify the benefits of training.
- Objective 27:** List skills that a trainer should have.
- Objective 28:** Identify the key points of effective employee training.
- Objective 29:** List the benefits of cross-training.
- Objective 30:** Summarize and discuss effective group training and on-the-job training.
- Objective 31:** Describe the employee evaluation process.

STANDARD 9

Students will explore and utilize fruits and vegetables.

OBJECTIVES - CHAPTER 9: Fruits and Vegetables

- Objective 1:** Identify and describe different types of fruit.
- Objective 2:** List and explain the USDA quality grades for produce.
- Objective 3:** List factors that affect produce purchasing decisions.
- Objective 4:** Identify procedures for storing fruit.
- Objective 5:** Explain how to prevent enzymatic browning of fruit.
- Objective 6:** Match and cook fruit to appropriate methods.
- Objective 7:** Identify and describe different types of vegetables.
- Objective 8:** Describe hydroponic farming.
- Objective 9:** Identify procedures for storing vegetables.
- Objective 10:** Match and cook vegetables to appropriate methods.
- Objective 11:** List ways to hold vegetables that maintain their quality.

STANDARD 10

Students will discuss the importance of serving your guests.

OBJECTIVES - CHAPTER 10: Serving Your Guests

Objective 1: Explain the importance of customer service to the restaurant and foodservice industry.

Objective 2: List the reasons for making a good first impression and give examples of how to make one.

Objective 3: Describe the types of customers that may have special needs.

Objective 4: Identify ways to identify customer needs.

Objective 5: Outline the process for receiving and recording reservations and special requests.

Objective 6: Outline the process for taking orders at the table, beginning with the greeting.

Objective 7: Define suggestive selling, and give examples of how to do it.

Objective 8: Identify basic guidelines for serving alcohol to guests.

Objective 9: List methods for processing payment.

Objective 10: List ways to obtain feedback from guests and determine their satisfaction.

Objective 11: Explain how customer complaints should be resolved.

Objective 12: Describe the four traditional styles of service: American, French, English, and Russian.

Objective 13: Identify contemporary styles of service.

Objective 14: Demonstrate setting and clearing items properly.

Objective 15: Describe traditional service staff roles, and list the duties and responsibilities of each.

Objective 16: Identify various server tools and the correct way to stock a service station.

STANDARD 11

Students will properly identify the selection, storage and use of potatoes and grains.

OBJECTIVES - CHAPTER 11: Potatoes and Grains

Objective 1: Identify and describe different types of potatoes.

Objective 2: Outline methods to select, receive, and store potatoes.

Objective 3: Using a variety of recipes and cooking methods, prepare potatoes.

Objective 4: Identify and describe different types of grains and legumes.

Objective 5: Using a variety of recipes and cooking methods, prepare grains and legumes.

Objective 6: Outline methods to select, receive, and store grains.

Objective 7: Identify and describe different types of pasta.

Objective 8: Using a variety of recipes and cooking methods, prepare pasta.

Objective 9: Describe and prepare dumplings.

STANDARD 12

Students will explore building a successful career in the hospitality industry.

OBJECTIVES - CHAPTER 12: Building a Successful Career in the Industry

Objective 1: Outline a plan for an effective job search.

Objective 2: Write a resume that lists your experience, skills, and achievements.

Objective 3: Write an effective cover letter.

Objective 4: Compile the best examples of your work into a portfolio.

Objective 5: Read and complete a job application form.

Objective 6: Outline the steps to choosing a college or trade school and identify resources for answering those questions.

Objective 7: Read and complete college and scholarship application forms.

Objective 8: List ways to find and apply for scholarships.

Objective 9: List the steps to an effective job interview.

Objective 10: Identify the differences between closed- and open-ended questions in interviews.

Objective 11: Explain the follow-up steps for a job interview.

Objective 12: List factors for maintaining health and wellness throughout a restaurant or foodservice career.

Objective 13: Describe the relationship between time and stress.

Objective 14: List ways to manage time and stress.

Objective 15: Outline the steps to resigning a job

Objective 16: Explain the importance of professional development and list ways to achieve it.