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ABSTRACT

This 90 clock hour course has been prepared as a guide for the tenth grade student in commercial cooking and baking or food management, production and services. It has been divided into six blocks of instruction (menu planning, recipes, condiments and their uses, introduction to cooking, food cost and accounting), and a Quinmester post-test. As a prerequisite the student must have completed successfully the course "Awaken to the World of Food Service". The document consists of an outline of goals, the specific block objectives, a detailed course outline, and a 20-item bibliography. Appended are samples of Quinmester post-tests.  
(Author/BP)

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AUTHORIZED COURSE OF INSTRUCTION FOR THE **QUINMESTER PROGRAM**

**DADE COUNTY PUBLIC SCHOOLS**

U.S. DEPARTMENT OF HEALTH  
 EDUCATION & WELFARE  
 NATIONAL INSTITUTE OF  
 EDUCATION

Course Outline  
 COMMERCIAL COOKING AND BAKING I - 9193  
 HOME AND FAMILY EDUCATION - 2751  
 (Nutritious Meal Planning)  
 Department 48 - Quin 9193.02 and 2751.02

DIVISION OF INSTRUCTION • 1973

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Course Outline

1  
COMMERCIAL COOKING AND BAKING I - 9193  
HOME AND FAMILY EDUCATION - 2751  
(Nutritious Meal Planning)

Department 48 - Quin 9193.02 and 2751.02

county office of

VOCATIONAL AND ADULT EDUCATION

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**Dade County Public Schools**  
**Miami, Florida 33132**

January, 1973

**Published by the School Board of Dade County**

Course Description

<u>9193</u> <u>2751</u>	<u>48</u>	<u>9193.02</u> <u>2751.02</u>	<u>Nutritious Meal Planning</u>
State Category Number	County Dept. Number	County Course Number	Course Title

This course is one quinmester in length. It provides basic experiences in menu planning, using recipes, and cooking procedures. The student is taught proper use of basic equipment and the tools of the trade. Many techniques of food preparation relating to the Hotel Industry are taught. Upon completion of this quinmester course the student should be able to plan, prepare and serve a well-balanced meal satisfactorily.

Indicators of Success: The student must have successfully completed "Awaken to the World of Food Service" (9193.01 and 2751.01).

Clock Hours: 90

## PREFACE

This quinmester course outline has been prepared as a guide for the tenth grade student in Commercial Cooking and Baking or Food Management, Production and Services to introduce him or her to the basic operations of the Food Service Industry.

This course consists of 90 hours of instruction covered in six blocks during a period of nine weeks. Emphasis will be placed on gaining information and knowledge of menu planning, preparation, selection and serving foods which meet nutritional standards.

The classroom instruction includes lectures, group discussions, demonstrations, audiovisuals, individual assignments, basic food preparations and tests.

Guest consultants from schools and industry are called upon to supplement the instruction. The instruction is further developed through the use of recipes, information sheets, food service manuals and textbooks.

This outline was developed through the efforts of the instructional and supervisory personnel, the quinmester advisory committee and the Vocational Curriculum Materials Service, and has been approved by the Dade County Vocational Curriculum Committee.

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with Suggested Hourly Breakdown

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## GOALS

The food services student must be able to demonstrate:

1. The ability to plan menus which reflect a knowledge of the body's nutritional needs.
2. The ability to interpret and use a recipe effectively.
3. An understanding of food terms and abbreviations used in recipes and menus.
4. The ability to weigh and measure materials and supplies accurately.
5. The ability to use spices, herbs and seasonings effectively.
6. An understanding of basic cooking procedures.
7. A knowledge of food cost and accounting.
8. An understanding of inventory control by keeping a revolving inventory record.
9. An interest in further training and advancement.

## SPECIFIC BLOCK OBJECTIVES

### BLOCK I - MENU PLANNING

The student must be able to:

1. Match a list of menu terms with their definitions.
2. Write menus which reflect the basic principles of menu planning.
3. Give examples of four basic types of menus.
4. Write a paragraph on factors to consider in menu writing for a food service establishment.
5. Plan three special occasion menus.
6. Evaluate sample menus as to their variety in preparation method, flavor, color, shape and texture.

### BLOCK II - RECIPES

The student must be able to:

1. Explain, in writing, the format and development of a recipe.
2. List, in writing, the items contained in a standard recipe.
3. Interpret and use a standardized recipe.
4. Convert a regular recipe into a recipe for quantity cookery.
5. Calculate the cost of a recipe.
6. Demonstrate the ability to work with the types of weights and measures used in quantity cooking.
7. Write a short paragraph giving the basic steps to using a recipe effectively.

### BLOCK III - CONDIMENTS AND THEIR USES

The student must be able to:

1. Define the term condiments.
2. Give examples of the types of condiments available.
3. Explain, in writing, the difference between spices and herbs.
4. Identify the various spices and herbs by sight, taste and/or smell.
5. Give examples of the types of flavoring extract.
6. Relate orally the origin of extracts and analyze their contents.
7. Write a paragraph on "The Art of Seasoning" in food preparation.
8. Give examples of seasonings which might be used in sample recipes.

### BLOCK IV - INTRODUCTION TO COOKING

The student must be able to:

1. Demonstrate the proper use and care of basic equipment and tools.
2. Give examples of the basic methods of cooking.
3. Demonstrate knowledge of meat selection and cookery techniques.
4. Demonstrate knowledge of poultry selection and cookery techniques.
5. Use the techniques for effective fish and seafood cookery.
6. Demonstrate the ability to select and prepare vegetables effectively.
7. Use the techniques for cooking pasta products.
8. Use the techniques of soup cookery.

9. Match a list of culinary terms and abbreviations with their meanings.
10. Prepare a basic meal which reflects effective planning and preparation techniques.
11. Provide for the proper storage of leftovers.

#### BLOCK V - FOOD COST AND ACCOUNTING

The student must be able to:

1. Explain in writing the expression "Food Is Money."
2. Discuss the "four control points" of budgeting in food service.
3. Prepare a list in writing of good purchase specifications.
4. Calculate the food cost of sample items and meals.
5. Maintain in writing an accurate revolving daily food inventory.
6. Prepare a list of convenience foods used for emergency situations.
7. Write a five-hundred word summary of methods which contribute to profit in a food service establishment.

## Course Outline

### COMMERCIAL COOKING AND BAKING I - 9193 HOME AND FAMILY EDUCATION - 2751 (Nutritious Meal Planning)

Department 48 - Course 9193.02 and 2751.02

#### I. MENU PLANNING

- A. Definition of Menu and Menu Terms
- B. Principles of Menu Planning
- C. Types of Menus
  - 1. Standard
  - 2. Limited
  - 3. Extensive
  - 4. Special
- D. Menu Writing
  - 1. Advanced planning
  - 2. Rotating old menus
  - 3. Using new ideas
- E. Patrons' Nutritional Needs and Desires
  - 1. Include "Basic Four" groups
  - 2. Cultural background
  - 3. Local customs and habits
- F. Selection of Food
  - 1. Quality control
  - 2. Budget control
  - 3. Available seasonal foods
  - 4. Available equipment
  - 5. The use of leftovers
- G. Special Occasion Menus
  - 1. The dinner party
  - 2. The luncheon
  - 3. The brunch
  - 4. The tea
  - 5. Reception
    - a. Buffet
    - b. Table service
- H. Variety in Meals
  - 1. Variations in food preparation
  - 2. Color
  - 3. Shape
  - 4. Flavor
  - 5. Texture

## I. MENU PLANNING (Contd.)

### I. Garnishes

1. Attractiveness
2. Accompaniment

## II. RECIPES

### A. Definition of Recipe

### B. Format and Development of a Recipe

### C. Contents of a Recipe

1. Equipment and tools needed
2. Measurements
3. Ingredients
4. Procedures
5. Yield
6. Cooking temperature
7. Cooking time

### D. Standardized Recipe

1. Establish criteria to evaluate finished product
2. Produce uniform results
3. Use of standard measurements

### E. Conversion of Recipes

1. Use of conversion table
2. Convert large to small amounts
3. Convert small to large amounts

### F. Calculating the Cost of a Recipe

1. Cost of ingredients
2. Cost of a portion

### G. Weights and Measurements

1. Volume measure
2. Weight measure
3. Unit measure
4. Standard weights and measures

### H. How To Use a Recipe

1. Read carefully
2. Assemble ingredients
3. Assemble utensils and tools
4. Set desired oven temperature
5. Use exact measurements
6. Follow given procedure
7. Evaluate results

### III. CONDIMENTS AND THEIR USES

- A. Definition of Condiments
- B. Sensory Factors in Flavor
  - 1. Taste
  - 2. Aroma
  - 3. Texture
  - 4. Temperature
- C. Kinds of Condiments
  - 1. Spices
  - 2. Herbs
  - 3. Seasonings
  - 4. Green condiments
    - a. Onions
    - b. Scallions
    - c. Garlic
- D. Seasoning Sauces
  - 1. Catsup
  - 2. A-1 Sauce
  - 3. Soy Sauce
  - 4. Prepared mustard
  - 5. Tabasco sauce
  - 6. Chutney
- E. Spices and Herbs
  - 1. Spices
    - a. Seeds of aromatic plants
    - b. Barks of aromatic plants
    - c. Roots of aromatic plants
    - d. Nuts of aromatic plants
    - e. Stalks of aromatic plants
    - f. Stems of aromatic plants
  - 2. Herbs
    - a. Leaves of aromatic plants
    - b. Flowers of aromatic plants
    - c. Buds of aromatic plants
- F. Flavoring Extracts
  - 1. Composition of extracts
    - a. True - aromatic oil glycerine and alcohol
    - b. Synthetic flavor - alcohol and glycerine
    - c. Combination true and synthetic products
  - 2. True extracts
  - 3. Imitation extracts
  - 4. Compound extracts
  - 5. Uses of extracts
- G. Use of Condiments
  - 1. Measure amounts
  - 2. Blended combinations
  - 3. Taste test
  - 4. Keeping qualities

## IV. INTRODUCTION TO COOKING

- A. Use and Care of Basic Equipment and Hand Tools
  - 1. Safety factors
  - 2. Drill on use french knife
    - a. Skill
    - b. Speed
    - c. Sharpening
  - 3. Special treatment for various metals
    - a. Stainless steel utensils
    - b. Tin utensils
    - c. Aluminum utensils
    - d. Wooden utensils
  - 4. Stationary equipment and attachments
    - a. Mixing machine
    - b. Slicing machine
    - c. Ice machines
    - d. Food chopper
    - e. Deep fryer
    - f. Ranges
    - g. Bake ovens
    - h. Steam equipment
    - i. Freezers
    - j. Refrigerators
    - k. Proof box
  
- B. Methods of Cookery
  - 1. Dry heat method
    - a. Roasting
    - b. Broiling
    - c. Pan frying
    - d. Deep-fat frying
    - e. Pan broiling
  - 2. Moist heat method
    - a. Braising
    - b. Boiling
    - c. Simmering
    - d. Stewing
    - e. Steaming
  
- C. Techniques for Meat Cookery
  - 1. U.S.D.A. inspection of meats
  - 2. U.S.D.A. grading of meats
    - a. Prime
    - b. Choice
    - c. Good
    - d. Standard
    - e. Utility
  - 3. Marbling fat in meats
  - 4. Variety meats
  - 5. Classes of meats
    - a. Beef
    - b. Pork

#### IV. INTRODUCTION TO COOKING (Contd.)

- c. Lamb
  - d. Veal
  - 6. Types of meat
    - a. Fresh
    - b. Frozen
    - c. Canned
    - d. Cured
  - 7. Cuts of meat
    - a. Roasts
    - b. Steaks
    - c. Chops
    - d. Ground
  - 8. Food value of meat
    - a. Proteins
    - b. Minerals
    - c. Fats
    - d. Calories
  - 9. Uses of meats
    - a. Soups
    - b. Entrees
    - c. Salads
    - d. Appetizers
  - 10. Meat gravies
    - a. Natural
    - b. Thickened
    - c. Roux, gravy base
- D. Techniques for Poultry Cookery
- 1. U.S.D.A. inspection
  - 2. U.S.D.A. grading
    - a. Grade A
    - b. Grade B
    - c. Grade C
  - 3. Classes of poultry
    - a. Chickens
    - b. Turkeys
    - c. Ducklings
    - d. Game birds
    - e. Geese
    - f. Squabs
  - 4. Types of poultry
    - a. Fresh
    - b. Frozen
    - c. Canned
  - 5. Food value of poultry
    - a. Proteins
    - b. Minerals
    - c. Fats
    - d. Calories
  - 6. Uses of poultry
    - a. Soup



#### IV. INTRODUCTION TO COOKING (Contd.)

- b. Entree
- c. Salad
- 7. Stuffing for poultry
  - a. Bread base
  - b. Rice base
  - c. Fruit base
- 8. Gravy for poultry
- 9. Principles of preparation
  - a. Dry heat method
  - b. Moist heat method
  - c. Combination method
- E. Techniques for Fish and Seafood Cookery
  - 1. Classification of fish
    - a. Fin-fish
    - b. Shell-fish
  - 2. Types of fish
    - a. Fresh
    - b. Frozen
    - c. Canned
    - d. Cured
      - (1) Salted
      - (2) Smoked
      - (3) Pickled
  - 3. Food value of fish
    - a. Proteins
    - b. Minerals
    - c. Vitamins
    - d. Fats
  - 4. Uses of fish
    - a. Appetizer
    - b. Soup
    - c. Entrees
    - d. Salad
  - 5. Principles of preparation
    - a. Dry heat method
    - b. Moist heat method
- F. Techniques for Vegetable Cookery
  - 1. Classification of vegetables
    - a. Roots
    - b. Tubers
    - c. Bulbs
    - d. Stems
    - e. Leaves
    - f. Flowers
    - g. Seeds
    - h. Fruit
  - 2. Colors of vegetables
    - a. Green
    - b. Yellow
    - c. White

#### IV. INTRODUCTION TO COOKING (Contd.)

- d. Red
  - 3. Flavor
    - a. Strong
    - b. Mild
  - 4. Types of vegetables
    - a. Fresh
    - b. Frozen
    - c. Dried
    - d. Canned
  - 5. Food value of vegetables
    - a. Vitamins
    - b. Minerals
    - c. Incomplete proteins
    - d. Calories
  - 6. Principles of preparation
    - a. Boiling
    - b. Steaming
    - c. Stewing
    - d. Frying
    - e. Baking
    - f. Glazing
- G. Techniques for Cooking Pasta Products
- 1. Types of pasta products
    - a. Macaroni
    - b. Spaghetti
    - c. Noodles
  - 2. Nutritive value
    - a. Enriched nutrients
    - b. Restored nutrients
      - (1) Thiamin
      - (2) Riboflavin
      - (3) Niacin
  - 3. Principles of preparation
    - a. Boiling
    - b. Baking
    - c. Combination
- H. Techniques of Soup Cookery
- 1. Selection of ingredients
  - 2. Importance of seasoning
  - 3. Use of the "stock pot"
  - 4. Storing stocks and soups
  - 5. Classifications of soups
    - a. Cream
    - b. Clear
    - c. Chowder
    - d. Vegetable
  - 6. Types of soups
    - a. Hot
    - b. Cold
  - 7. Principles of preparation

#### IV. INTRODUCTION TO COOKING (Contd.)

- a. Method of combining ingredients
- b. Method of thickening
- c. Checking finished product

##### I. Culinary Terms and Abbreviations

##### J. Basic Meal Preparation

1. Plan menu
  - a. Nutritive value
  - b. Appearance
  - c. Flavor
2. Methods of preparation
  - a. Standardized recipes
  - b. Good work habits
  - c. Time and motion control

##### K. Storage of Leftovers

1. Refrigerator storage
2. Freezer storage
3. Recommended storage temperatures
4. Air circulation
5. Use of thermometers

#### V. FOOD COST AND ACCOUNTING

##### A. "Food Is Money"

1. Pricing items on menu
2. Balance selling price of total items on menu

##### B. The Four Control Points

1. Labor cost
2. Food cost
3. Quality
4. Quantity

##### C. Good Purchase Specifications

1. Best possible quality
2. Best possible price
3. List items needed
4. Order from planned list
5. Use seasonal foods
6. Quantity purchases

##### D. Calculating Food Cost

1. Cost of recipe
2. Cost of serving
3. Total cost of menu items
4. Adjust percentage of operation to include
  - a. Labor
  - b. Food
  - c. Supplies

V. FOOD COST AND ACCOUNTING (Contd.)

- (1) Cleaning
- (2) Paper goods
- (3) Linens
- (4) Wares

E. Inventory Control

1. Maintain physical control of merchandise
2. Plan for using supplies on hand
3. Maintain revolving inventory

F. Convenience Foods - Time Saving Aids in Food Preparation

1. Frozen foods
2. Canned foods
3. Instant foods
  - a. Potatoes
  - b. Puddings
  - c. Toppings
  - d. Beverages
4. Brown and serve items

G. Profits of the Industry

1. High volume to offset low profit returns
2. Well organized operation
3. Skilled personnel
4. Minimum waste
5. Limited choices of menu items
6. Careful pricing of menu items
7. Teamwork by personnel

VI. QUINMESTER POST-TEST

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A P P E N D I X

Quinmester Post-Test Sample

QUINMESTER POST-TEST

Name \_\_\_\_\_ Date \_\_\_\_\_ Score \_\_\_\_\_

I. Instructions - Each of the following statements is either true or false. If the statement is true, draw a circle around the letter T following it; if the statement is false, draw a circle around the F.

1. The diet is adequate as long as we have the right amount of calories. T F
2. A standard recipe is a written formula used to produce a food item of a desired quality and quantity. T F
3. Standard measuring and weighing is essential in order to produce a desirable finished product based on a standard recipe. T F
4. Weight measurement is usually more accurate than volume measurement. T F
5. Region and culture are not important when planning a menu in a restaurant. T F
6. Spices are the hard parts of aromatic plants. T F
7. Herbs are the soft parts of aromatic plants. T F
8. Spoilage in canned vegetables may often be detected by swelling of can. T F
9. Baking soda should be used when cooking green vegetables so that they will hold their color. T F
10. Place soiled knives in sink immediately so they may be washed. T F

II. Instructions - Answer and explain in complete sentence form.

1. List four sensory factors in flavor.
  - a.
  - b.
  - c.
  - d.



2. List the contents of a recipe.
  - a.
  - b.
  - c.
  - d.
  - e.
  - f.
  - g.
3. Name the two basic methods of cooking.
  - a.
  - b.
4. Define roux.
5. List three types of flavoring extract.
  - a.
  - b.
  - c.
6. List four occasion menus.
  - a.
  - b.
  - c.
  - d.
7. List three types of measures.
  - a.
  - b.
  - c.

8. List the four kinds of condiments.
  - a.
  - b.
  - c.
  - d.
9. List four moist heat methods of cooking.
  - a.
  - b.
  - c.
  - d.
10. List five dry heat methods of cooking.
  - a.
  - b.
  - c.
  - d.
  - e.
11. Define the term soup.
12. Name three classifications of soup.
  - a.
  - b.
  - c.
13. List the food value of meat.
  - a.
  - b.
  - c.
  - d.

14. List five classes of poultry.
  - a.
  - b.
  - c.
  - d.
  - e.
15. Name six classifications of vegetable.
  - a.
  - b.
  - c.
  - d.
  - e.
  - f.
16. Explain the difference between finfish and shellfish.
17. List three pasta products.
  - a.
  - b.
  - c.
18. List three nutrient enriched in pasta products.
  - a.
  - b.
  - c.
19. What is the clarification as related to soup cookery?
20. Name four uses of fish in planning a menu.
  - a.
  - b.
  - c.
  - d.

III. Instructions - Write proper letter in blank space.

- \_\_\_ 1. Select one of the following not included in this group of U.S.D.A. meat grade:
- a. Prime
  - b. Choice
  - c. Good
  - d. Grade A
- \_\_\_ 2. Select one of the following which is a variety meat:
- a. Chops
  - b. Roasts
  - c. Sweetbreads
  - d. Steaks
- \_\_\_ 3. Tripe is the muscular lining derived from:
- a. Veal
  - b. Lamb
  - c. Beef
  - d. Pork
- \_\_\_ 4. A rich flavored clarified broth is called a:
- a. Cream soup
  - b. Consomme
  - c. Vegetable soup
- \_\_\_ 5. There are \_\_\_\_\_ ounces in a gallon:
- a. 78
  - b. 108
  - c. 116
  - d. 128
- \_\_\_ 6. The beef rib is located in the:
- a. Hindquarter section
  - b. Back mid section
  - c. Fore shank section
- \_\_\_ 7. Select the highest quality grade of meat:
- a. Prime
  - b. Choice
  - c. Good
  - d. Standard
  - e. Utility

\_\_\_ 8. Temperature for day storage should not exceed:

- a. 68° F
- b. 72° F
- c. 78° F
- d. 80° F

\_\_\_ 9. Select the item that belongs to the cabbage family:

- a. Summer squash
- b. Eggplant
- c. Brussel sprouts

\_\_\_ 10. Select the item that is classified as a fruit:

- a. Potato
- b. Tomato
- c. Cucumber
- d. Beets

## QUINMESTER POST-TEST ANSWER KEY

- I. 1. F  
2. T  
3. T  
4. T  
5. F  
6. T  
7. T  
8. T  
9. F  
10. F
- II. 1. Taste  
Aroma  
Texture  
Temperature
2. Equipment and tools  
Measurements  
Ingredients  
Procedure  
Yield  
Cooking temperature  
Cooking time
3. Dry heat method  
Moist heat method
4. A thickening agent composed of flour and fat.
5. True extracts  
Imitation extracts  
Compound extracts
6. Luncheon  
Tea party  
Dinner party  
Reception
7. Volume  
Weight  
Unit

8. Spices
  - Herbs
  - Seasonings
  - Green condiments
9. Braising
  - Boiling
  - Stewing
  - Steaming
10. Roasting
  - Broiling
  - Grilling
  - Deep frying
  - Pan frying
11. Nutrients and flavor of ingredients added to liquid
12. Vegetable
  - Cream
  - Clear
13. Protein
  - Minerals
  - Fats
  - Calories
14. Chickens
  - Turkeys
  - Ducklings
  - Game birds
  - Geese
  - Squabs
15. Root
  - Tuber
  - Bulb
  - Flower
  - Seed
  - Fruit
  - Leaf
  - Stalk
  - Stem
16. Finfish - salt and fresh water fish with fins
  - Shellfish - hard and soft shell fish in seafood
17. Spaghetti
  - Macaroni
  - Noodles
18. Thiamin
  - Riboflavin
  - Niacin

19. When liquid is clarified by protein or acid foods in soup  
cooking.

20. Appetizer  
Soup  
Main dish  
Salad

III. i. d

2. c

3. c

4. b

5. d

6. b

7. a

8. a

9. c

10. b