



**Navajo Technical University**

<http://navajotech.edu>

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## **Professional Baking I**

**8 Credits**

**BKG-101**

**Spring 2022**

**Cap: 15**

**Instructor:** Melvina Jones, CWPC

**Email:** [mjones@navajotech.edu](mailto:mjones@navajotech.edu)

**Office Phone:** (505) 387-7487

**Office Hours:** M-T 8-11 p.m. Friday by

appointment

**Office Location:** Hospitality Center

W-TR 8 -11 a.m.

F- Zoom or appointment only

**Preferred Communication** (email and/or text; will respond within 24 hours): Email

**Modality** (face-to-face, hybrid, or online): Face to Face

**Class Location and Meeting Times** (if face-to-face): M-TR 12:30 p.m - 4:30 p.m.

**Text:** *Professional Baking Fifth Edition Wayne Gisslen, Study Guide to Accompany Professional Baking*

**Uniform:** 2 chef coats, black skull cap, **APPROVED** kitchen shoes (non-skid), 2 pairs of checkered pants

**Required Materials:** Pen, Pencil, notepad, Permeant Marker

Baking Kit, Thermometer, digital Scale

**Laptop and Internet Access:** Every student is required to own a laptop and have internet access.

**Lab fee:** \$150.00

### **Course Description**

This course will introduce students to baking fundamentals through scratch production of breads, sweet yeast goods, and assorted pastries. Ingredient function and storage are also included.

<b>Week</b>	<b>Chapters</b>	<b>Reading Materials</b>	<b>Assignments</b>
1	Uniforms, Do's & Don't's Books, baking kits	Read Chapters 1-4	Chapter discussion Assigned Study Guide Sections
2	Chapter 10	Quick Breads	Chapter Discussion Assigned Study Guide Sections

3	Chapter 5 ,6 & 7	Basic Baking Principles Understanding yeast Doughs Lean yeast doughs: Straight doughs	Chapter Discussion Assigned Study Guide Section
4	Chapter 8	Lean Yeast Doughs: Sponges, Pre-Ferments, and Sourdoughs	Chapter Discussion Assigned Study Guide Section
5	Chapter 9	Rich Yeast Doughs	Chapter Discussion Assigned Study Guide Section
6	Chapter 11	Dounuts, Fritters, Pancakes & Waffles	Chapter Discussion Assigned study Guide Section
	<b>Midterms</b>	<b>Midterms</b>	Assessment on performance in the kitchen.
7	Chapter 18	Cookies	Chapter Discussion Assigned Study Guide Sections
8	Chapter 13	Pies	Chapter Discussion Assigned Study Guide Section
9 & 10	Chapter 14 Chapter 15	Pastry Basics  Tarts and Special Pastries	Chapter Discussion Assigned Study Guide Sections
11	Chapter 12	Basic Syrups, Cream, & Sauces	Chapter Discussion Assigned Study Guide Sections
12 13	Chapter 16 Chapter 17	Cake Mixing and Baking Assembling and Decorating Cakes	Chapter Discussion Assigned Study Guide Sections
14 & 15	Finals & clean up	Please see schedule.	1 grade drop per absence.

Class assignments subject to change upon request of special events.

Jan. 21 Last Day Add/Drop Classes w/out W  
 March 7-11 Midterm Exams  
 march 31 Last Day to withdraw with a W  
 May 9-12 Final Exams  
 May 12 Final Grades Due  
 May 13 SPRING COMMENCEMENT

<b>COURSE OUTCOMES</b>	<b>COURSE MEASUREMENTS</b>
1. With formulas provided, students will be able to prepare the following products meeting industry standards for ingredient selection, scaling, mixing, makeup, proof, baking and outcome ( <i>i.e.</i> appearance, size, color, taste, and texture):	1. Hands-on performance, classroom observation, practical application
2. Select, identify, and correctly use all appropriate tools and equipment necessary to produce the required baking product.	2. Classroom observation, hands-on performance, and inspection of final product

3. Demonstrate correct sanitary and safe operational techniques of all equipment and tools necessary to meet production objectives.	3. Classroom observation, practical application
4. Students will attend class and arrive on time 40% of grade is attendance	4. Attendance records, time cards
5. Students will apply reading, writing, and comprehension skills necessary to perform homework assignments	5. Written assignments completed correctly (according to instructions provided) and submitted by due date
6. Students will demonstrate a sense of responsibility and solid work ethics	6. Attendance records, original written work submitted on or before due date
7. Students will demonstrate computer skill	7. All written assignments completed in computer-generated format
8. Students will apply reading, writing, and comprehension skills necessary to perform homework assignments.	
9. Students will demonstrate computer skills.	

### Attendance Policy

Students are expected to regularly attend all classes for which they are registered. A percentage of the student's grade will be based on class attendance and participation.

**Absence from class, regardless of the reason, does not relieve the student of his/her responsibility to complete all course work by the required deadlines.**

Furthermore, *it is the student's responsibility* to obtain notes, handouts, and any other information covered when absent from class. Any makeup work will require the approval of the instructor. Incomplete or missing assignments will necessarily affect the student's grades. Instructors will report excessive and/or unexplained absences to the Counseling Department for investigation and potential intervention. **Instructors may drop students from the class after three (3) absences unless prior arrangements are made with the instructor to make up work and the instructor deems any excuse acceptable.**

### Course Policies

The required textbook and study guide must be available at each class session, along with a calculator. Most assignments must be typed and ***all*** turned in on time. Students may work ahead on any homework though no late assignments will be accepted.

Missed tests, including the mid-term and final exams, may ***not*** be made up—this includes both written and practical exams.

Students are expected to be dressed in required uniforms and have their tools with them on a daily basis. *Uniform check will be scheduled at the beginning of each class and special events.*

**It is up to the instructor's discretion on what products will be taking home.**

Major cleaning takes place at least once a semester. If a student misses this day or does not participate with the same effort as all the other class members, the student can expect a letter grade drop applied to their final grade.

Students are expected to attend and participate in all class activities- as listed above, as it is 10% of the grade. Points will be given to students who actively participate in class activities including field trips, laboratories, and ask questions of guest speakers and other presenters. This also includes any catering events that you may be called upon to participate in. Daily Check-ins make up 20% of your grade so attendance is necessary. In order to be excused from the event you **MUST** provide documentation from a licensed physician or certified Medicine Man.

### **Cell phone use**

Please turn cell phones off or place them on silence or vibrate mode **BEFORE** coming to class. Also, answer cell phones **OUTSIDE OF CLASS** (not in the classroom). Exercising cell phone use courtesy is appreciated by both the instructor and classmates. Headphones are to be removed before coming to class.

### **Studies Outside of Class**

For every credit hour spent in class, a student is expected to spend two hours outside of class *studying the course materials*.

### **Grading Policy**

Students must do their own work. Cheating and plagiarism are strictly forbidden. Cheating includes (but is not limited to) plagiarism, submission of work that is not one's own, submission or use of falsified data, unauthorized access to exams or assignments, use of unauthorized material during an exam, or supplying or communicating unauthorized information for assignments or exams.

### **Grading Scale**

The grade scale is as follows:

Final Exam	15%	100- 90%	A
Quizzes	5 %	89 – 80 %	B
Class Participation	10 %	79- 70 %	C
Attendance	40 %	69 - 60%	D
Dress Code	10 %	59 and below	F
Homework	20 %		

### **Academic Integrity**

Integrity (honesty) is expected of every student in all academic work. The guiding principle of academic integrity is that a student's submitted work must be the student's own.

Students who engage in academic dishonesty diminish their education and bring discredit to the college community. Students should avoid situations likely to compromise academic

integrity such as: cheating, facilitating academic dishonesty, and plagiarism; modifying academic work to obtain additional credit in the same class unless approved in advance by the instructor, failure to observe rules of academic integrity established by the instructor. **The use of another person's ideas or work claimed as your own without acknowledging the original source is known as plagiarism and is prohibited.**

### **Diné Philosophy of Learning**

From the culture of the proud people of this land, derived from the wisdom of generations, the Diné Philosophy of Learning is expressed through these words: *nitsahakees*—see the end result, your increased skills; *nahat'a*—arrange your life to meet these goals; *iina*—do the work required to learn, practice your new skills; *sihasin*—reflect upon your learning achievements, evaluate your skills, use them.

### **Students with Disabilities**

Navajo Technical University is committed to serving all students in a non-discriminatory and accommodating manner. Any student who feels that she or he may need special accommodations should contact the Accommodations Office (<http://www.navajotech.edu/student-services#accomodations-services>) in accordance with the university's Disability Accommodations Policy (see [http://www.navajotech.edu/images/about/policiesDocs/Disability Exhibit-A 6-26-2018.pdf](http://www.navajotech.edu/images/about/policiesDocs/Disability_ Exhibit-A_ 6-26-2018.pdf)).

### **Email Address**

Students are required to use NTU's email address for all communications with faculty and staff.