

ARIZONA WESTERN COLLEGE  
SYLLABUS

CUL 251 CATERING

Credit Hours: 3 Lec 1.5 Lab 3

PREREQUISITE: CUL 141, CUL 143, CUL 149, CUL 246, CUL 250,

COURSE DESCRIPTION

Gain knowledge and experience of the catering process in a commercial food setting with emphasis on practical experience in booking, record keeping, planning, production and service in all types of catered events. Demonstrate a working knowledge of all aspects of dining room procedures and service.

1. COURSE GOAL

Possess a working knowledge of the principles, functions and characteristics of a catering business including; planning, design, analysis and merchandising, marketing, staffing, event planning and production of a successful catering business.

2. OUTCOMES

Upon satisfactory completion of this course, students will be able to:

- 2.1. demonstrate proper marketing, management and production skills.
- 2.2. communicate successfully with the customer on design, production, service, staff, and include a formal quote for services.
- 2.3. demonstrate knowledge of cost control, profit and loss, menu planning, and food selection.
- 2.4. communicate successfully with management, staff and customers.
- 2.5. demonstrate the knowledge of all various table and place setting including formal and informal service; including the general rules of table service.
- 2.6. demonstrate knowledge and skills in all table side preparation and service.
- 2.7. explain the functions of dining room service personnel.

3. METHODS OF INSTRUCTION

- 3.1 Pre- and post-laboratory discussions and demonstrations
- 3.2 Supervised and independent laboratory experiences
- 3.3 Practical application of techniques and procedures

4. LEARNING ACTIVITIES

- 4.1. Reading assignments
- 4.2. Participating in class discussions and activities
- 4.3. Viewing audio visual and in-person demonstrations of preparation and presentation techniques
- 4.4. Preparing and tasting products as assigned

5. EVALUATION

- 5.1. Quizzes
- 5.2. Assignments

- 5.3. Participation
- 5.4. Professionalism
- 5.5. Laboratory practical exams

6. STUDENT RESPONSIBILITIES

- 6.1. Under AWC policy, students are expected to attend every session of class in which they are enrolled.
- 6.2. If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45<sup>th</sup> day of the course will be withdrawn by the instructor. If the student does not withdraw from the course and fails to complete the requirements of the course, the student will receive a failing grade.
- 6.3. Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through Accessibility Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.
- 6.4. Academic Integrity: Any student participating in acts of academic dishonesty including, but not limited to, copying the work of other students, using unauthorized “crib notes”, plagiarism, stealing tests, or forging an instructor’s signature—will be subject to the procedures and consequences outlined in AWC’s Student Code of Conduct.
- 6.5. Text and Notebooks: Students are required to obtain the class materials for the course.
- 6.6. Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for "No Show" reporting during the first 10 days of each semester. Students who have enrolled but have never attended class may be issued a “No Show” (NS) grade by the professor or instructor and receive a final grade of “NS” on their official academic record. An NS grade may result in a student losing their federal financial aid.  
For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):
  - Submitting an academic assignment
  - Taking an exam, an interactive tutorial or computer-assisted instruction
  - Attending a study group that is assigned by the school
  - Participating in an online discussion about academic matters
  - Initiating contact with a faculty member to ask a question about the academic subject studied in the course