



Navajo Technical University

<http://navajotech.edu>

P.O. Box 849, Crownpoint, NM 87313-0849

Tel: (505) 786-4100

FAX: (505) 786-5644

Professional Baking II

BKG 111-1

Credit Hours: 8

Spring 2022

Cap: 15

Instructor: Melvina Jones, CWPC

E-mail: mjones@navajotech.edu

Office: Hospitality Center

Office Phone: 505-387-7487

Office Hours: M-TR 8 a.m.- 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

Tools: 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

Mission, Vision, and Philosophy

Mission: Navajo Technical University honors Diné culture and language, while educating for the future.

Vision: Navajo Technical University provides an excellent educational experience in a supportive, culturally diverse environment, enabling all community members to grow intellectually, culturally, and economically.

Philosophy: Through the teachings of Nitsáhákees (thinking), Nahátá (planning), Ína (implementing), and Siihasin (reflection), students acquire quality education in diverse fields, while preserving cultural values and gaining economic opportunities.

Course Description

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 This course will build on the prior knowledge obtained in Commercial Baking 1. Understanding recipe breakdown, product cost, equipment, ordering, receiving with a heavy emphasis on kitchen safety and sanitation. 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.

Week	Chapters	Reading Material	Assignments
1	Introduction to class and classroom procedures Dos & Don't of class, Baking Kits, Uniform, Textbooks, Study Guides Overview	Read Chapters 1-4	Course Outline and Expectation Discussions Assigned Study Guide Sections
2	Chap. 8	Lean Yeast Doughs: Sponges, Pre-Ferments, and Sour Doughs	Chapter Discussion Assigned Study Guide Sections
3	Chap. 5	Rich Yeast Doughs	Chapter Discussion Assigned Study Guide Sections
4	Chap. 18	Cookies	Chapter Discussion Assigned Study Guide Sections
5	Chapter 13	Pies	Chapter Discussion Assigned Study Guide Sections
6	Chapter 26	Baking for Special Diets	Chapter Discussion Assigned Study Guide Sections
7	Midterm	TBD	TBD
7 & 8	Chapter 19	Custards, Puddings, Mousses, and Souffles	Chapter Discussion Assigned Study Guide Sections
9 & 10	Chap. 12, 14 & 15	Basic Syrups, Creams, and Sauces Pasty Basics Tarts and Special Pastries	Chapter Discussion Assigned Study Guide Sections
11 & 12	Chap. 16	Cake Mixing and Baking	Chapter Discussion Assigned Study Guide Sections
13	Chapter 17	Assembling and Decorating Cakes	Chapter Discussion Assigned Study Guide Sections
14	Finals study sessions	Review All Chapters	Prepare For Finals
15	FINAL WEEK	Each student final will be determined by the Instructor.	Class attendance is important. 1 full letter grade drop per absence.

Class assignments subject to change upon request of special events.

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

COURSE OUTCOMES	COURSE MEASUREMENTS
1. With formulas and materials provided, students will be able to prepare products meeting industry standards for ingredient selection, scaling, mixing, makeup, proofing, baking and outcome (<i>i.e.</i> appearance, size, color, taste, and texture):	1. Hands-on performance, classroom observation, written tests and, practical application
2. Select, identify, and correctly use all appropriate tools and equipment necessary to produce any assigned baked 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
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 comprehensive computer skills	7. All written assignments completed in computer-generated format
8. Demonstrate an ability to be task oriented and proficient in class work/assignments	8. Complete reading assignments, homework assignments, exams, projects, and quizzes.

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.

Attendance Policy

Students are expected to attend all class sessions. If more than ten minutes late, students will be counted as absent. 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 responsibility to complete all course work by required deadlines. Furthermore, it is the student's responsibility to obtain notes, handouts, and any other information covered when absent from class and to arrange to make up any in-class assignments or tests if permitted by 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.. In order to be excused from the event you **MUST** provide documentation from a licensed physician or certified Medicine Man.

Study Time Outside of Class for Face-to-Face Courses

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

Study Time for Hybrid or Blended Courses

For a hybrid or blended course of one credit hour, a student is expected to spend three hours per week studying course materials.

Study Time for Online Courses

For an online course of one credit hour, a student is expected to spend four hours per week studying course materials.

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.

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 Plan

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 University community. 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 Education

The Diné Philosophy of Education (DPE) is incorporated into every class for students to become aware of and to understand the significance of the four Diné philosophical elements, including its affiliation with the four directions, four sacred mountains, the four set of thought processes and so forth: Nitsáhákees, Nahát'á, Ílna and Siih Hasin which are essential and relevant to self-identity, respect and wisdom to achieve career goals successfully.

At NTU's Zuni Campus, the A:shiwí Philosophy of Education offers essential elements for helping students develop Indigenous and Western understandings. Yam de bena: dap haydoshna: akkya hon detsemak a:wannikwa da: hon de:tsemak a:ts'umme. *Our language and ceremonies allow our people to maintain strength and knowledge.* A:shiwí core values of hon i:yyułashik'yanna:wa (respect), hon delank'oha:willa:wa (kindness and empathy), hon i:yyayumola:wa (honesty and trustworthiness), and hon kohol lewuna:wediyahnan, wan hon kela i:tsemanna (think critically) are central to attaining strength and knowledge. They help learners develop positive self-identity, respect, kindness, and critical thinking skills to achieve life goals successfully.

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).

Email Address

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