# PROVINCIAL PLAN OF TRAINING

## FOR THE

## COOK OCCUPATION

<table>
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<tr>
<th>Document Status</th>
<th>Date Distributed</th>
<th>Mandatory Implementation Date</th>
<th>Comments</th>
</tr>
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<tbody>
<tr>
<td>Original Version</td>
<td>April 2005</td>
<td>September 2005</td>
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March 2005
Preface

This Provincial Plan of Training is based on the 2003 edition of the National Occupational Analysis for the Cook trade. It was developed through the cooperative efforts of the Atlantic Apprenticeship Council, which consists of both the Atlantic Directors of Apprenticeship and Apprenticeship Board Chairs. This document describes the curriculum content for the Cook apprenticeship training program and outlines each of the technical training units necessary for completion of apprenticeship.
Acknowledgments

Advisory committees, industry representatives, instructors and apprenticeship staff provided valuable input into the development of this Provincial Plan of Training. Their dedication to quality apprenticeship will benefit institutional training for apprentices in this trade.
Apprenticeship Plan of Training Evaluation Form

Thank you for your interest in the development and revision of this Plan of Training. Upon review of this document, please record your feedback in relation to the following items:

- course division and organization
- relevancy of the content
- errors or omissions
- other suggestions for improvement and consideration

Overall comments are to be entered on this evaluation form and specific changes are to be entered directly on the document in the relevant area(s). When all feedback has been recorded, return this evaluation form along with the revised Plan of Training to the Apprenticeship Office noted at the bottom of the page.

(PLEASE PRINT)

Trade: ___________________________  Cook

Full Name: ___________________________

Type of Position: (Trade Practitioner, Instructor, etc.): ___________________________

Company: ___________________________

Address: ___________________________

Telephone: ___________________________

Comments: (Use a separate sheet of paper if necessary)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Return Evaluation Form and Plan of Training to:

Manager, Industrial Training
Division of Institutional and Industrial Education
Department of Education
P.O. Box 8700
St. John’s, NF
A1B 4J6
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CONDITIONS GOVERNING APPRENTICESHIP TRAINING

1.0 GENERAL

The following general conditions will apply to all apprenticeship training programs approved by the Provincial Apprenticeship and Certification Board in accordance with the Apprenticeship Training and Certification Act. Where an occupation requires additional conditions, these will be noted in the specific plan of training for that occupation. In no case should there be a conflict between these conditions and the additional requirements specified in certain plans of training.

2.0 ENTRANCE REQUIREMENTS

2.1 Entry into the occupation as an apprentice requires:

Indenturing into the occupation by an employer who agrees to provide the appropriate training and work experiences as outlined in this plan of training.

2.2 Notwithstanding the above, each candidate must have successfully completed a high school program or equivalent and in addition may be required to have completed certain academic subjects as specified in particular plans of training. Mature students, at the discretion of the Director of Institutional and Industrial Education, may be registered. A mature student is defined as one who has reached the age of 19 and who can demonstrate the ability and the interest to complete the requirements for certification.

2.3 At the discretion of the Director of Institutional and Industrial Education, credit towards the apprenticeship program may be awarded to an apprentice for previous work experience and/or training as validated through prior learning assessment.

2.4 A Registration for Apprenticeship form must be duly completed.

3.0 PROBATIONARY PERIOD

The probationary period for each memorandum of understanding will be six months. Within that period the memorandum may be terminated by either party upon giving the other party and the Provincial Apprenticeship and Certification Board one week notice in writing.
4.0 TERMINATION OF A MEMORANDUM OF UNDERSTANDING

After the probationary period referred to in Section 3.0 herein, the memorandum of understanding may be terminated by the Board by mutual consent of the parties thereto or cancelled by the Board for proper and sufficient cause in the opinion of the Board.

5.0 APPRENTICESHIP PROGRESSION SCHEDULE AND WAGE RATES

5.1 Progression Schedule

<table>
<thead>
<tr>
<th>7200 Hour Programs</th>
<th>Requirements for Progression</th>
<th>Progress To</th>
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</thead>
<tbody>
<tr>
<td>First Year Apprentice</td>
<td>Completion of entry level (Block 1) courses, plus relevant work experience totaling a minimum of 1800 hours *</td>
<td>Second Year</td>
</tr>
<tr>
<td>Second Year Apprentice</td>
<td>Completion of advanced level (Block 2) courses, plus relevant work experience totaling a minimum of 3600 hours</td>
<td>Third Year</td>
</tr>
<tr>
<td>Third Year Apprentice</td>
<td>Completion of advanced level (Block 3) courses, plus relevant work experience totaling a minimum of 5400 hours</td>
<td>Fourth Year</td>
</tr>
<tr>
<td>Fourth Year Apprentice</td>
<td>Completion of advanced level (Block 4) courses and (Block 5) if applicable, plus sign-off of workplace skills required for certification totaling a minimum of 7200 hours**</td>
<td>Write Certification Examination</td>
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<table>
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<th>5400 Hour Programs</th>
<th>Requirements for Progression</th>
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<td>First Year Apprentice</td>
<td>Completion of entry level (Block 1) courses, plus relevant work experience totaling a minimum of 1800 hours *</td>
<td>Second Year</td>
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<tr>
<td>Second Year Apprentice</td>
<td>Completion of advanced level (Block 2) courses, plus relevant work experience totaling a minimum of 3600 hours</td>
<td>Third Year</td>
</tr>
<tr>
<td>Third Year Apprentice</td>
<td>Completion of advanced level (Block 3) courses, plus sign-off of workplace skills required for certification totaling a minimum of 5400 hours</td>
<td>Write Certification Examination</td>
</tr>
</tbody>
</table>
4800 Hour Programs | Requirements for Progression | Progress To
--- | --- | ---
First Year Apprentice | Completion of entry level courses (Block 1), plus relevant work experience totaling a minimum of 1600 hours * | Second Year
Second Year Apprentice | Completion of advanced level (Block 2) courses, plus relevant work experience totaling a minimum of 3200 hours | Third Year
Third Year Apprentice | Completion of advanced level (Block 3) courses, plus sign-off of workplace skills required for certification totaling a minimum of 4800 hours | Write Certification Examination

* All direct entry apprentices must meet the Requirements for Progression either through Prior Learning Assessment and Recognition or course completion before advancing to the next year.

** Apprentices in a 7200 hour program which incorporates more than four blocks of training are considered fourth year apprentices pending completion of 100% course credits and workplace skills requirements.

5.2 For the duration of each Apprenticeship Training Period, the apprentice, who is not covered by a collective agreement, shall be paid a progressively increased schedule of wages which shall not be less than:

<table>
<thead>
<tr>
<th>Program Duration</th>
<th>Wage Rates</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>7200 Hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st Year</td>
<td>55%</td>
<td>These wage rates are percentages of the prevailing journeyperson’s wage rate in the place of employment of the apprentice. No apprentice shall be paid less than the wage rate established by the Labour Standards Act (1988), as now in force or as hereafter amended, or by other Order, as amended from time to time replacing the first mentioned Order.</td>
</tr>
<tr>
<td>2nd Year</td>
<td>65%</td>
<td></td>
</tr>
<tr>
<td>3rd Year</td>
<td>75%</td>
<td></td>
</tr>
<tr>
<td>4th Year</td>
<td>90%</td>
<td></td>
</tr>
<tr>
<td>5400 Hours and 4800 Hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st Year</td>
<td>55%</td>
<td></td>
</tr>
<tr>
<td>2nd Year</td>
<td>70%</td>
<td></td>
</tr>
<tr>
<td>3rd Year</td>
<td>85%</td>
<td></td>
</tr>
<tr>
<td>4000 Hours (Hairstylist Program)</td>
<td></td>
<td>The apprentice shall be paid no less than the minimum wage for hours worked and a commission agreed upon between the apprentice and the employer.</td>
</tr>
</tbody>
</table>
6.0 TOOLS

Apprentices shall be required to obtain hand tools as and when specified by the Board.

7.0 PERIODIC EXAMINATIONS AND EVALUATION

7.1 Every apprentice shall submit to such occupational tests and examinations as the Board shall direct. If after such occupational tests and examinations the apprentice is found to be making unsatisfactory progress, his/her rate of wage shall not be advanced as provided in Section 5 until his/her progress is satisfactory to the Director of Institutional and Industrial Education and his/her date of completion shall be deferred accordingly. Persistent failure to pass required tests shall be a cause for revocation of his/her Memorandum of Understanding.

7.2 Upon receipt of reports of accelerated progress of the apprentice, the Board may shorten the term of apprenticeship and advance the date of completion accordingly.

7.3 For each and every course, a formal assessment is required for which 70% is the pass mark. At the discretion of the instructor, the summative mark may be for completion of a theory examination or a combination of the theory examination and an assigned practical project.

8.0 GRANTING OF CERTIFICATES OF APPRENTICESHIP

Upon the successful completion of apprenticeship, the Board shall issue a Certificate of Apprenticeship.

9.0 HOURS OF WORK

Any hours employed in the performance of duties related to the designated occupation will be credited towards the completion of the term of apprenticeship. Appropriate documentation of these hours must be provided.

10.0 COPIES OF THE REGISTRATION FOR APPRENTICESHIP

The Director of Institutional and Industrial Education shall provide copies of the Registration for Apprenticeship form to all signatories to the document.
11.0 RATIO OF APPRENTICES TO JOURNEYPERSONS

The ratio of Apprentices to Journeypersons normally shall not exceed one apprentice to every one journeyperson employed. Exceptions for specific occupations may occur with the approval of the Provincial Apprenticeship and Certification Board.

12.0 RELATIONSHIP OF THE PLAN OF TRAINING TO A COLLECTIVE BARGAINING AGREEMENT

Collective agreements take precedence over the conditions outlined in the plan of training.

13.0 AMENDMENTS TO A PLAN OF APPRENTICESHIP TRAINING

A plan of training may be amended at any time by the Provincial Apprenticeship and Certification Board.

14.0 EMPLOYMENT, RE-EMPLOYMENT AND TRAINING REQUIREMENTS

14.1 The plan of training requires Apprentices to attend regularly their place of employment.

14.2 The plan of training requires Apprentices to regularly attend training programs for that occupation as prescribed by The Provincial Apprenticeship and Certification Board.

14.3 Failure to comply with Sections 14.1 and/or 14.2 will result in cancellation of the Memorandum of Understanding. Apprentices may have their M.O.U.’s reinstated by the Provincial Apprenticeship and Certification Board but would be subject to a commitment to complete the entire program as outlined in the General Conditions of Apprenticeship. Permanent cancellation in the said occupation is the result of non-compliance.

14.4 Cancellation of the Memorandum of Understanding to challenge journeyperson examinations, if unsuccessful, would require an apprentice to serve a time penalty of two (2) years before reinstatement as an apprentice or registering as a Trade Qualifier.

14.5 Under the plan of training the employer is required; to keep each apprentice employed as long as work is available, and if the apprentice is laid off due to lack of work, to give opportunity to be re-employed before another is hired.
14.6 The employer will permit each apprentice to attend regularly training programs as prescribed by the Provincial Apprenticeship and Certification Board.

14.7 Apprentices who cannot acquire all the workplace skills at their place of employment will have to be evaluated in a simulated work environment at a training institution and have sign-off done by instructors to meet the requirements for certification.

15.0 APPEALS TO DECISIONS BASED ON CONDITIONS GOVERNING APPRENTICESHIP TRAINING

Persons wishing to appeal any decisions based on the above conditions must do so in writing to the Minister of Education within 30 days of the decision.
REQUIREMENTS FOR RED SEAL CERTIFICATION

1. Evidence that the required work experiences outlined in this plan of training have been obtained. This evidence must be in a format that clearly outlines the experiences and must be signed by an appropriate person or persons attesting that these experiences have been obtained to the level required.

2. Successful completion of all required courses in program.

3. A combination of training from an approved training program and suitable work experience totalling 5400 hours

   OR

   A total of 7200 hours of suitable work experience in the occupation accompanied by sign-off of required work competencies.

4. Completion of a National Red Seal examination, to be set at a place and time determined by the Industrial Training Division.

5. Payment of the appropriate examination fee.
ROLES AND RESPONSIBILITIES OF STAKEHOLDERS
IN THE APPRENTICESHIP PROCESS

The Apprenticeship process involves a number of stakeholders playing significant roles in the training of apprentices. This section captures, in a broad sense, these roles and the responsibilities that result from them.

The Apprentice

- to complete all required technical training courses as approved by the Provincial Apprenticeship and Certification Board.
- to find appropriate employment.
- to complete all required work experiences in combination with the required hours.
- to ensure that the work experiences are well documented.
- to approach apprenticeship training with an attitude and commitment that fosters the qualities necessary for a successful career as a qualified journeyperson.
- to obtain the required hand tools as specified by the Board for each period of training of the apprenticeship program.

The Employer

- to provide high quality work experiences in an environment that is conducive to learning.
- to remunerate apprentices as set out in this Plan of Training or Collective Agreements.
- to provide feedback to Training Institutions, Industrial Training Division and Apprentices in an effort to establish a process of continuous quality improvement.
- where appropriate, to release apprentices for the purpose of returning to a training institution to complete the necessary technical courses.
- to ensure that work experiences of the apprentices are documented.
The Training Institution

- to provide a high quality learning environment.
- to provide the necessary student support services that will enhance an apprentice's ability to be successful.
- to participate with other stakeholders in the continual updating of programs.

The Industrial Training Division

- to establish and maintain program advisory committees under the direction of the Provincial Apprenticeship and Certification Board.
- to promote apprenticeship training as a viable career option to prospective apprentices and other appropriate persons involved, such as career guidance counsellors, teachers, parents, etc.
- to establish and maintain a protocol with training institutions, employers and other appropriate stakeholders to ensure the quality of apprenticeship training programs.
- to ensure that all apprentices are appropriately registered and records are maintained as required.
- to schedule all necessary technical training periods for apprentices to complete requirements for certification.
- to administer provincial/interprovincial examinations.

The Provincial Apprenticeship and Certification Board

- to set policies to ensure that the provisions of the Apprenticeship Training and Certification Act are implemented.
- to ensure that advisory and examination committees are established and maintained.
- to accredit institutions to deliver apprenticeship training programs.
- to designate occupations for apprenticeship training and/or certification.
Program Outcomes

Task 1  Participates in menu planning.
Task 2  Maintains sanitary standards.
Task 3  Participates in production procedures.
Task 4  Reviews cost controls.
Task 5  Maintains standard industry practices.
Task 6  Prepares thickening agents.
Task 7  Prepares stocks.
Task 8  Prepares soups.
Task 9  Prepares sauces.
Task 10 Prepares vegetables.
Task 11 Prepares fruit.
Task 12 Prepares pastas.
Task 13 Prepares farinaceous products (starches).
Task 14 Prepares game.
Task 15 Prepares meats.
Task 16 Prepares poultry.
Task 17 Prepares fish.
Task 18 Prepares seafood.
Task 19 Prepares salads (hot and cold).
Task 20 Prepares hors-d’oeuvres (hot and cold).
Task 21 Prepares sandwiches (hot and cold).
Task 22 Prepares platters.
Task 23 Prepares pates and terrines.
Task 24 Prepares condiments and accompaniments.
Task 25 Prepares aspics, jellies and glazes.
Task 26 Prepares egg dishes and accompaniments.
Task 27 Prepares cheese-related dishes.
Task 28 Prepares cheese-related dishes.
Task 29 Prepares convenience foods.
Task 30 Prepares beverages.
Task 31 Prepares doughs.
Task 32 Prepares batters.
Task 33 Finishes bakery products.
Task 34 Prepares creams, mousses and fillings.
Task 35 Prepares aspics, jellies and glazes.
Task 36 Prepares pastries and pies.
Task 37 Prepares frozen desserts.
Task 38 Prepares dessert sauces.
Task 39 Prepares chocolate.
## PROGRAM STRUCTURE

<table>
<thead>
<tr>
<th>NL Course No.</th>
<th>Atlantic Course No.</th>
<th>Course Name</th>
<th>Hours</th>
<th>Pre-Requisite</th>
<th>Page No.</th>
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<tbody>
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<td>TS-1510</td>
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<td>Occupational Health and Safety</td>
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<td>CK-1100</td>
<td>COO-1100</td>
<td>Kitchen Safety</td>
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<td>CK-1105</td>
<td>COO-1105</td>
<td>Hygiene and Sanitation</td>
<td>10</td>
<td>CK-1100; CK-1105</td>
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<td>CK-1115</td>
<td>COO-1115</td>
<td>Kitchen Tools and Equipment</td>
<td>10</td>
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<td>CK-1120</td>
<td>COO-1120</td>
<td>Weights and Measures</td>
<td>10</td>
<td>CK-1115</td>
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<td>CK-1125</td>
<td>COO-1125</td>
<td>Basic Cooking Methods and Principles</td>
<td>10</td>
<td>CK-1120</td>
<td>26</td>
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<tr>
<td>CK-1130</td>
<td>COO-1130</td>
<td>Receiving and Storage</td>
<td>10</td>
<td>CK-1125</td>
<td>28</td>
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<tr>
<td>CK-1135</td>
<td>COO-1135</td>
<td>Vegetables</td>
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<td>CK-1136</td>
<td>COO-1136</td>
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<td>COO-1138</td>
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<td>COO-1140</td>
<td>Potatoes</td>
<td>20</td>
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<td>COO-1145</td>
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<td>COO-1150</td>
<td>Pastas and Dumplings</td>
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<td>COO-1155</td>
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<td>COO-1165</td>
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<td>COO-1176</td>
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<td>COO-1180</td>
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<td>CK-1181</td>
<td>COO-1181</td>
<td>Stuffings</td>
<td>10</td>
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<td>COO-1182</td>
<td>Beef and Pork (Preparation and Cooking)</td>
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<td>COO-1183</td>
<td>Veal and Lamb (Preparation and Cooking)</td>
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<td>CK-1185</td>
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<td>Fish and Seafood</td>
<td>60</td>
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**Entry Level Courses (Block 1)**

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<tr>
<th>NL Course No.</th>
<th>Atlantic Course No.</th>
<th>Course Name</th>
<th>Hours</th>
<th>Pre-Requisite</th>
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<td>COO-1190</td>
<td>Garnishing and Presentation</td>
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<td>COO-1195</td>
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<td>CK-1201</td>
<td>COO-1201</td>
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<td>COO-1210</td>
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<td>COO-1225</td>
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<td>COO-1230</td>
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<td>CK-1240</td>
<td>COO-1240</td>
<td>Dessert Pies Fillings and Toppings</td>
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<td>CK-1245</td>
<td>COO-1245</td>
<td>Quick Breads</td>
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<td>COO-1250</td>
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<td>Specialty Icings and Meringues</td>
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Total Hours: 1110

**REQUIRED WORK EXPERIENCE**

Approved by the Provincial Apprenticeship and Certification Board - April 2005
### Block 2

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Total Hours 240

### REQUIRED WORK EXPERIENCE

### Block 3

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Total Hours 240

* A student who can meet the Mathematics requirement through an ACUPLACER online test may be exempted from Mathematics 1060.
TS-1510 OCCUPATIONAL HEALTH AND SAFETY

Description:

This course is designed to give participants the knowledge and skills necessary to interpret the Occupational Health and Safety Act, laws and regulations; understand the designated responsibilities within the laws and regulations; the right to refuse dangerous work; and the importance of reporting accidents.

Course Outcomes:

Upon successful completion of this unit, the apprentice will be able to:

– prevent accidents and illnesses
– improve health and safety conditions in the workplace

Theory:

1. Interpret the Occupational Health and Safety Act laws and regulations
   i) Explain the scope of the act
      – Application of the act
      – Federal/Provincial jurisdictions
      – Canada Labour Code
      – Rules and regulations
      – Private home application
      – Conformity of the Crown by the Act

2. Explain responsibilities under the Act & Regulations
   i) Duties of employer, owner, contractors, sub-contractors, employees, and suppliers

3. Explain the purpose of joint health and safety committees
   i) Formation of committee
   ii) Functions of committee
   iii) Legislated rights
   iv) Health and safety representation
   v) Reporting endangerment to health
   vi) Appropriate remedial action
   vii) Investigation of endangerment
   viii) Committee recommendation
   ix) Employer’s responsibility in taking remedial action

4. Examine right to refuse dangerous work
   i) Reasonable grounds for refusal
   ii) Reporting endangerment to health
iii) Appropriate remedial action
iv) Investigation of endangerment
v) Committee recommendation
vi) Employer’s responsibility to take appropriate remedial action
vii) Action taken when employee does not have reasonable grounds for refusing dangerous work
viii) Employee’s rights
ix) Assigning another employee to perform duties
x) Temporary reassignment of employee to perform other duties
xi) Collective agreement influences
xii) Wages and benefits

5. State examples of work situations where one might refuse work.

6. Describe discriminatory action
   i) Definition
   ii) Filing a complaint procedure
   iii) Allocated period of time a complaint can be filed with the Commission
   iv) Duties of an arbitrator under the Industrial Relations Act
   v) Order in writing inclusion
   vi) Report to commission Allocated period of time to request Arbitrator to deal with the matter of the request
   vii) Notice of application
   viii) Failure to comply with the terms of an order
   ix) Order filed in the court

7. Explain duties of commission officers
   i) Powers and duties of officers
   ii) Procedure for examinations and inspections
   iii) Orders given by officers orally or in writing
   iv) Specifications of an order given by an officer to owner of the place of employment, employer, contractor, sub-contractor, employee, or supplier
   v) Service of an order
   vi) Prohibition of persons towards an officer in the exercise of his/her power or duties
   vii) Rescinding of an order
   viii) Posting a copy of the order
   ix) Illegal removal of an order

8. Interpret appeals of others
   i) Allocated period of time for appeal of an order
   ii) Person who may appeal order
   iii) Action taken by Commission when person involved does not comply with the order
iv) Enforcement of the order  
v) Notice of application  
vi) Rules of court  

9. Explain the process for reporting of accidents  
i) Application of act  
ii) Report procedure  
iii) Reporting notification of injury  
iv) Reporting accidental explosion or exposure  
v) Posting of act and regulations  

Practical:

Practical skills enhance the apprentices’ ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1. Conduct an interview with someone in your occupation on two or more aspects of the act and report results.

2. Conduct a safety inspection of shop area.
TS-1520  WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

Description:

This course is designed to give participants the knowledge and skills necessary to define WHMIS, examine hazard identification and ingredient disclosure, explain labeling and other forms of warning, and introduce material safety data sheets (MSDS).

Course Outcomes:

Upon successful completion of this course, the apprentice will be able to:

Required Knowledge and Skills:

1. Define WHMIS safety
   i) Rational and key elements
   ii) History and development of WHMIS
   iii) WHMIS legislation
   iv) WHMIS implementation program
   v) Definitions of legal and technical terms

2. Examine hazard identification and ingredient disclosure
   i) Prohibited, restricted and controlled products
   ii) Classification and the application of WHMIS information requirements
   iii) Responsibilities for classification
   iv) the supplier
   v) the employer
   vi) the worker - Classification: rules and criteria
   vii) information on classification
   viii) classes, divisions and subdivision in WHMIS
   ix) general rules for classification
   x) class A - compressed gases
   xi) class B - flammable and combustible materials
   xii) class C - oxidizing material
   xiii) class D - poisonous and infectious material
   xiv) class E - corrosive material
   xv) class F - dangerously reactive material
xvi) Products excluded from the application of WHMIS legislation
- consumer products
- explosives
- cosmetics, drugs, foods and devices
- pest control products
- radioactive prescribed substances
- wood or products made of wood
- manufactured articles
- tobacco or products of tobacco
- hazardous wastes
- products handled or transported pursuant to the Transportation of Dangerous Goods (TDG) Act
- Comparison of classification systems - WHMIS and TDG
- General comparison of classification categories
- Detailed comparison of classified criteria

3. Explain labeling and other forms of warning
   i) Definition of a WHMIS label
      - supplier label
      - workplace label
      - other means of identification
   ii) Responsibility for labels
      - supplier responsibility
      - employer responsibility
      - worker responsibility
   iii) Introduce label content, design and location
      - supplier labels
      - workplace labels
      - other means of identification

4. Introduce material safety data sheets (MSDS)
   i) Definition of a material safety data sheet
   ii) Purpose of the data sheet
   iii) Responsibility for the production and availability of data sheets
      - supplier responsibility
      - employer responsibility
      - workers responsibility

Practical:

Practical skills enhance the apprentices’ ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.
1. Locate WHMIS label and interpret the information displayed.

2. Locate a MSDS sheet for a product used in the workplace and determine what personal protective equipment and other precautions are required when handling this product.

SUGGESTED RESOURCES:

1. WHMIS Regulation

2. Sample MSDS sheets
TS-1530 FIRST AID

Description:

This course is designed to give the apprentice the ability to recognize situations requiring emergency action and to make appropriate decisions concerning first aid.

Complete a St. John Ambulance Standard First Aid Certificate course.
CK-1100    KITCHEN SAFETY

Outcomes:

Upon successful completion of this course, the apprentice will be able to:
- Demonstrate safe work habits in a commercial kitchen

Objectives and Content:

1. Describe potential kitchen hazards and common injuries.

2. Describe fire safety in the kitchen.
   i) reporting and evacuation procedures
   ii) classes of fire
   iii) extinguishers (A, B, C, D & K)

3. Describe kitchen safety clothing and equipment
   i) gloves
   ii) pot holders
   iii) aprons
   iv) non-slip shoes

Practical:

Practical skills enhance the apprentice's ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1.
CK-1105 HYGIENE AND SANITATION

Outcomes:

Upon successful completion of this course the apprentice will be able to:
– Demonstrate knowledge of personal hygiene, kitchen sanitation and sanitation code.

Objectives and Content:

1. Identify good personal hygiene and health habits.
   i) grooming habits
   ii) dress requirements

2. Describe techniques for handling and storing potentially hazardous foods.
   i) Hazard Analysis Critical Control Points (HACCP) Flowchart
   ii) cook, chill, re-thermalize method
   iii) disposal of spoiled food
   iv) temperature control
   v) labeling, dating and signing
   vi) rotating

3. Describe the causes of food borne illness.
   i) chemical contamination
   ii) bacterial contamination (toxic and non-toxic)
   iii) cook/chill method

4. Describe the procedures used to maintain a sanitary food service operation.
   i) cleaning of tools and equipment
   ii) storage and disposal of garbage
   iii) control of pests and rodents
   iv) cleaning of floors, walls, ceilings, and work surfaces
   v) cleaning of dishes and utensils
   vi) cleaning aids, detergent and disinfectants
   vii) colour coding to prevent cross contamination.

5. Identify major elements of the sanitation code.
Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are **mandatory** in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1. 
CK-1115  KITCHEN TOOLS AND EQUIPMENT

Outcomes:

Upon successful completion of this course, the apprentice will be able to:
– Demonstrate knowledge of selection, use and maintenance of kitchen tools and equipment

Objectives and Content:

1. Identify types of kitchen tools and equipment and describe their applications.
   i) heating and cooling appliances
   ii) hand tools
   iii) food preparation equipment

2. Describe safe use of kitchen tools and equipment.
   i) heating and cooking appliances
   ii) hand tools
   iii) food preparation equipment

3. Describe care and storage of tools and equipment.
   i) heating and cooling appliances
   ii) hand tools
   iii) food preparation equipment

4. Describe sanitation procedures associated with assembly and disassembly.
   i) heating and cooling appliances
   ii) hand tools
   iii) food preparation equipment

Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1. Assemble and disassemble various types of equipment.
CK-1120  WEIGHTS AND MEASURES

Outcomes:

Upon successful completion of this course, the apprentice will be able to:
– Demonstrate knowledge of weighing and measuring devices, their applications and procedures for use.
– Demonstrate knowledge of increase and decrease recipe yields and portions to meet specific requirements.

Objectives and Content:

1. Define terminology associated with weights and measures.

2. Identify and use metric, imperial and US systems of measure.
   i) abbreviations
   ii) conversion of units
   iii) accuracy in cooking versus baking

3. Identify types of weighing and measuring devices and describe their applications and procedures for use.
   i) categories
      – volume
      – weight
   ii) zeroing
   iii) care and maintenance

4. Describe methods used to measure ingredients for portion control.
   i) scaling
   ii) calculations
   iii) baker’s formulas

Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1.
CK-1125    BASIC COOKING METHODS AND PRINCIPLES

Outcomes:

Upon successful completion of this course, the apprentice will be able to:
- Demonstrate knowledge of cooking methods and their characteristics.
- Demonstrate knowledge of cooking terminology and techniques.
- Demonstrate knowledge of seasonings and flavourings, their purpose and use.

Objectives and Content:

1. Define terminology associated with basic cooking principles.

2. Describe basic cooking principles and the effects of heat on foods.

3. Describe basic methods of cooking.
   i) dry
   ii) moist
   iii) combination
   iv) deep fry


5. Describe the use of seasonings and flavorings to enhance foods.
   i) types and characteristics
   ii) shelf life
   iii) techniques for use

6. Describe the procedures for taking temperatures of various food products.

7. Describe food quality indicators and their applications.
   i) indicators
      – taste
      – sheen
      – colour
      – thickness
      – texture
      – aroma
   ii) testing techniques

8. Describe the use of alcohol in the cooking and flavouring of foods.
9. Describe the deep frying method of cooking.
   i) equipment
      – procedures for use
      – cleaning
      – maintenance
   ii) types of fat
   iii) storage and handling procedures

Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1.
CK-1130 RECEIVING AND STORAGE

Outcomes:

Upon successful completion of this course, the apprentice will be able to:
– Demonstrate knowledge of receiving and inspection procedures.
– Demonstrate knowledge of storage methods and their application.

Objectives and Content:

1. Describe receiving and inspection methods.
   i) dairy products
   ii) produce
   iii) meats
   iv) poultry
   v) seafood

2. Describe the contents of an invoice.

3. Describe storage methods and temperatures.
   i) dairy products
   ii) produce
   iii) meats
   iv) poultry
   v) seafood

4. Describe the procedures used to label and date stock.

5. Describe procedures used to rotate stock.

6. Describe methods used to reduce waste.

Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1.
CK-1135  VEGETABLES

Outcomes:

Upon successful completion of this course, the apprentice will be able to:
– Demonstrate knowledge of various types of vegetables their selection, storage, rotation, preparation and availability.

Objectives and Content:

1. Identify the classifications of vegetables.

2. Describe vegetables, their quality indicators, availability and storage methods.
   i) advantages of using in-season produce
   ii) methods of determining freshness
   iii) storage life
   iv) rotating

3. Describe the procedures used to clean, refresh and cut vegetables.
   i) cleaning
      – time
      – methods
      – cleaning with chemicals
   ii) cutting
      – forms
      – techniques
      – usage of scraps

4. Describe the procedures used to prepare vegetables.
   i) cooking principles
      – temperature
      – amount of water
      – covered or uncovered
      – checking for doneness
   ii) cooking methods
      – moist heat
      – dry heat
      – combination
      – frying or deep-frying
   iii) bulk preparation
   iv) holding methods

5. Describe presentation and finishing techniques for vegetables.
Cook

Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are **mandatory** in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1. Prepare and cook selected vegetables.
2. Plate vegetable dishes.
Outcomes:

Upon successful completion of this course, the apprentice will be able to:
– Demonstrate knowledge of the selection and preparation of mushrooms.

Objectives and Content:

1. Identify types of mushrooms and describe their use in food preparation.

2. Describe the procedures used to prepare mushrooms.
   i) fresh
      – cleaning
      – cutting
   ii) canned
   iii) dried

3. Describe the procedures used to detect spoilage in mushrooms.
   i) fresh
   ii) canned

Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1. Select and prepare a variety of mushrooms.

2. Plate mushroom dishes.
CK-1137    VEGETABLE SPECIALTY DISHES

Outcomes:

Upon successful completion of this course, the apprentice will be able to:
– Demonstrate knowledge of various vegetable specialty dishes.

Objectives and Content:

1. Describe vegetables, their quality indicators, availability and characteristics.

2. Describe the procedures used to prepare specialty vegetable dishes.
   i) stir-fry techniques
   ii) baked-stuffed items
   iii) vegetable trays

Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1.
Outcomes:

Upon successful completion of this course, the apprentice will be able to:
– Demonstrate knowledge of fruits and nuts, their selection, storage, preparation and availability.

Objectives and Content:

1. Identify commonly used fruits and describe how they differ from vegetables.

2. Describe fruits, their quality indicators, availability and storing methods.
   i) advantages of using in-season fruits
   ii) methods of detecting spoilage
      – fresh fruit
      – canned fruit
      – frozen fruit
   iii) storage life of fruit
      – fresh fruit
      – canned fruit
      – frozen fruit
   iv) rotating

3. Describe the procedures used to clean and cut fruit.
   i) clean and handle fruit
   ii) peel, core and section fruit
   iii) prevent discoloration of fruit

4. Describe the procedures used to prepare fruit for a variety of dishes.
   i) appetizers
   ii) accompaniments
   iii) main courses
   iv) desserts
   v) garnishes
   vi) centerpieces

5. Describe the methods used to cook fruit.
   i) moist heat method
   ii) dry heat method
   iii) combination method
   iv) frying or deep frying method
6. Identify commonly used nuts and describe their quality indicators and applications.
   i) storage
   ii) allergies to nuts

Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1. Select and prepare a variety of fruits and nuts.

2. Place fruits and nuts.
CK-1139 FRUIT SPECIALTY DISHES

Outcomes:

Upon successful completion of this course, the apprentice will be able to:

– Demonstrate knowledge of various specialty fruit preparations.

Objectives and Content:

1. Describe the procedures used to prepare fruit items using established techniques and methods.
   i) buffet
   ii) candy or glazed

2. Describe the procedures used to prepare preserves.
   i) jams
   ii) jellies

3. Describe the procedures used to prepare fruit for freezing.

Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1. Prepare and plate a variety of fruit specialty dishes.
CK-1140  POTATOES

Outcomes:

Upon successful completion of this course, the apprentice will be able to:
– Demonstrate knowledge of potatoes, their selection, storage, preparation and availability.

Objectives and Content:

1. Describe the procedures used to prepare potatoes for cooking.
   i) peel
   ii) wash
   iii) cut
   iv) soak
   v) blanch
   vi) storage
   vii) handling
   viii) rotating

2. Describe the various methods used to prepare potato dishes.
   i) pan fried
   ii) boiled
   iii) mashed
   iv) baked
   v) scalloped
   vi) deep fried
   vii) steamed

3. Describe the various types of potatoes and their applications.
   i) variety
   ii) size

4. Describe the procedures used to cook potatoes.
   i) time
   ii) water
   iii) checking for doneness

5. Describe portion control and plating techniques.
Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1. Select potatoes and prepare a variety of potato dishes.
2. Plate potato dishes.
Outcomes:

Upon successful completion of this course, the apprentice will be able to:
– Demonstrate knowledge of various specialty potato dishes and their preparation.

Objectives and Content:

1. List types of potatoes and describe their characteristics and applications.

2. Identify potato specialty dishes and describe their ingredients and characteristics.
   i) croquettes
   ii) duchesse
   iii) baked-stuffed
   iv) Lyonnaise
   v) lorette
   vi) potato pancakes
   vii) herbed

3. Describe the procedures used to prepare and hold specialty dishes.
   i) clean
   ii) cook
   iii) added ingredients
   iv) checking for doneness
   v) plating and serving

Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1. Prepare and plate a variety of potato specialty dishes.
CK-1145 RICES AND GRAINS

Outcomes:

Upon successful completion of this course, the apprentice will be able to:
– Demonstrate knowledge of various types of rices and grains, their selection, storage and preparation.

Objectives and Content:

1. Define terminology associated with rice.
2. Describe storage and handling methods
3. Describe types of rice, their characteristics and applications.
4. Describe types of grains, their characteristics and applications.
   i) bulgar
   ii) kasha
   iii) buckwheat
5. Describe various methods used to prepare rice and grains and their associated procedures.
   i) boil/simmer
   ii) steam
   iii) pilaf
   iv) risotto
6. Describe portion control and plating techniques.

Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1. Prepare various grain and rice dishes.
2. Plate grain and rice dishes.
CK-1150 PASTAS AND DUMPLINGS

Outcomes:

Upon successful completion of this course, the apprentice will be able to:
– Demonstrate knowledge of various types of pasta and dumplings and their preparation.

Objectives and Content:

1. Define the terminology associated with pastas.
2. Define the terminology associated with dumplings.
3. Describe methods for handling and storage of pasta.
4. Describe the types of pasta, their characteristics and applications.
   i) fresh
   ii) dried
   iii) shapes
   iv) frozen
5. Describe the ingredients and quality indicators of pasta.
6. Describe the procedures used to prepare pastas.
   i) ingredients
   ii) equipment
   iii) filling
   iv) drying
   v) cooking
   vi) doneness
7. Describe types of dumplings, their characteristics and applications.
   i) spatzle
   ii) bread-style
   iii) semolina
   iv) gnocchi
8. Describe the ingredients and quality indicators of dumplings.
9. Describe the procedures used to prepare dumplings.
   i) ingredients
   ii) equipment
   iii) cooking

10. Describe portion control and plating techniques.

Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1. Make pasta.
2. Prepare a variety of pasta dishes.
3. Prepare a variety of dumplings.
4. Plate pasta dishes.
5. Plate dumplings.
CK-1155 STOCKS AND GLAZES

Outcomes:

Upon successful completion of this course, the apprentice will be able to:
– Demonstrate knowledge of stocks, their preparation, storage and use.
– Demonstrate knowledge of glazes, their preparation, storage and use.

Objectives and Content:

1. Identify types of stocks and describe their uses.
   i) white
   ii) brown
   iii) fish
   iv) vegetable

2. Describe the ingredients and quality indicators of stocks.

3. Describe the procedures used to prepare stocks.
   i) types of bones and/or trimmings
   ii) ratio of bones, vegetable and liquid
   iii) length and cutting of bones
   iv) cooking time and temperature
   v) straining
   vi) remouillage

4. Describe the procedures used to reduce stocks.

5. Describe the procedures used to store stocks.
   i) cooling
   ii) handling
   iii) storing
   iv) maintaining quality of stored stock

6. Identify glazes and describe their purpose.
   i) meat
   ii) poultry
   iii) fish

7. Describe the ingredients and quality indicators of glazes.

8. Describe the procedures used to prepare glazes.
9. Describe the procedures used to store glazes.

**Practical:**

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1. Prepare a variety of stocks.

2. Prepare a variety of glazes.
CK-1160  

THICKENING AGENTS

Outcomes:

Upon successful completion of this course, the apprentice will be able to:
– Demonstrate knowledge of various types of thickening agents, their preparation and use.

Objectives and Content:

1. Define terminology associated with thickening agents.

2. Describe types of thickening agents, their characteristics and applications.
   i) types of flour
   ii) corn starch
   iii) arrowroot
   iv) waxy maize
   v) tapioca
   vi) egg yolk

3. Describe the preparation and use thickening agents.

Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1. Prepare various thickening agents.
CK-1165    SOUPS

Outcomes:

Upon successful completion of this course, the apprentice will be able to:

– Demonstrate knowledge of various types of soups, their storage and preparation.

Objectives and Content:

1. Define terminology associated with soups.

2. Describe the procedures used to reconstitute soups.

3. Describe portion control and plating techniques.

CLEAR SOUPS AND CONSOMMES

4. Describe the types and classifications of clear soups and consommés.

5. Describe the ingredients and quality indicators of clear soups and consommés.

6. Describe methods and procedures used to prepare clear soups and consommés.

7. Describe garnishes for clear soups and consommés.

8. Describe the procedures used to cool and store clear soups and consommés.

THICKENED SOUPS

9. Describe the types and classifications of thickened soups.
   i) cream
   ii) chowder
   iii) puree
   iv) bisque

10. Describe ingredients and quality indicators of thickened soups.

11. Describe methods and procedures used to prepare thickened soups.

12. Describe garnishes for thickened soups.

13. Describe the procedures used to cool and store thickened soups.
Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1. Prepare a variety of soups.
2. Plate soups.
CK-1166  SPECIALTY AND NATIONAL SOUPS

Outcomes:

Upon successful completion of this course, the apprentice will be able to:
– Demonstrate knowledge of various specialty or National soups, their storage and preparation.

Objectives and Content:

1. Describe the types and classifications of specialty/national soups.
2. Describe the ingredients and quality indicators of specialty/national soups.
3. Describe the methods used to prepare specialty/national soups.
4. Describe garnishes for specialty/national soups.
5. Describe the procedures used to cool and store specialty/national soups.

Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1. Prepare and plate a variety of specialty and national soups.
CK-1170 SAUCES

Outcomes:

Upon successful completion of this course, the apprentice will be able to:
– Demonstrate knowledge of various types of Mother sauces, their preparation and storage.

Objectives and Content:

1. Describe the ingredients and quality indicators of Mother sauces.

2. Describe the procedures used to prepare Mother sauces.
   i) Espagnole
   ii) béchamel
   iii) veloute
   iv) tomato
   v) warm butter sauces
      – Hollandaise
      – Béarnaise

3. Describe the appropriate uses for various Mother sauces.

4. Describe the procedures used to handle and store sauces.

5. Describe the procedures used to prepare cold sauces.
   i) tartar
   ii) remoulade
   iii) cocktail sauce
   iv) horseradish
   v) mint sauce
   vi) cranberry sauce

Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1. Prepare mother sauces.

2. Prepare a variety of cold sauces.
CK-1171 SPECIALTY AND DERIVATIVE SAUCES

Outcomes:

Upon successful completion of this course, the apprentice will be able to:
– Demonstrate knowledge of derivative sauces, their preparation and storage.
– Demonstrate knowledge of specialty sauces, their preparation and storage.

Objectives and Content:

1. Describe the procedures used to prepare derivative sauces.
   i) Espagnole
      – bordelaise
      – mushroom
   ii) Béchamel
      – cheese
      – alfredo
   iii) Veloute
      – supreme
      – dill
   iv) Tomato
      – marinara
      – bar-b-que
   v) Hollandaise
      – mataise
      – mouseline
   vi) Béarnaise

2. Describe the procedures used to prepare specialty (non-derivative) sauces.

3. Describe the procedures used to prepare hot and cold butter sauces.

4. Describe the ingredients and quality indicators of specialty and derivative sauces.

Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1. Prepare and plate a variety of specialty and derivative sauces.
CK-1175 MEAT (CUTTING AND HANDLING)

Outcomes:

Upon successful completion of this course, the apprentice will be able to:
– Demonstrate knowledge of procedures used to cut and handle meat.

Objectives and Content:

1. Describe the ageing process of meats.

2. Define terminology associated with cutting meat.
   i) break down
   ii) de-bone
   iii) trim
   iv) primal cuts
   v) secondary cuts
   vi) portion

3. Describe the procedures used to cut meat.
   i) bone and muscle structure

4. Describe the procedures used to handle meat.
   i) wrapping
   ii) temperature
   iii) preventing freezer burn

Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1. Cut and handle meat for a variety of recipes.
CK-1176  Poultry (Cutting and Handling)

Outcomes:

Upon successful completion of this course, the apprentice will be able to:
– Demonstrate knowledge of procedures used to cut and handle poultry.

Objectives and Content:

1. Describe the ageing process of poultry.

2. Define terminology associated with cutting poultry.
   i) break down
   ii) de-bone
   iii) trim
   iv) portion

3. Describe the procedures used to cut poultry.
   i) bone and muscle structure

4. Describe the procedures used to handle poultry.
   i) wrapping
   ii) temperature
   iii) preventing freezer burn

Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1. Cut and handle poultry for a variety of recipes.
CK-1180 POULTRY (PREPARATION AND COOKING)

Outcomes:

Upon successful completion of this course, the apprentice will be able to:
– Demonstrate knowledge of procedures used to prepare poultry for a variety of dishes.

Objectives and Content:

1. Describe the grades of poultry.
2. Describe the procedures used to select the grade and cut of poultry according to menu requirements.
3. Describe the procedures used to cook poultry.
   i) dry heat method
   ii) moist heat method
   iii) combination method
4. Describe the procedures used to portion and plate poultry.
   i) slicing
   ii) carving
   iii) serving

Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1. Prepare a variety of poultry dishes.
2. Plate various poultry dishes.
CK-1181 STUFFINGS

Outcomes:

Upon successful completion of this course, the apprentice will be able to:
– Demonstrate knowledge of stuffings and their ingredients.

Objectives and Content:

1. Describe types of stuffings and their ingredients.
   i) bread
   ii) farce
   iii) oyster
   iv) duxelle
   v) chestnut
   vi) rice

2. Describe the procedures used to prepare stuffings.
   i) seasonings

Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1. Prepare stuffings.
BEEF AND PORK (PREPARATION AND COOKING)

Outcomes:

Upon successful completion of this course, the apprentice will be able to:
– Demonstrate knowledge of procedures used to prepare beef using a variety of recipes.
– Demonstrate knowledge of procedures used to prepare pork using a variety of recipes.

Objective and Content:

1. Identify types of cuts and describe their selection for specific applications.

2. Describe the tenderizing methods used for beef.

3. Identify types of marinades and describe their use.

4. Describe the procedures used to cook beef and pork using the dry heat cooking method.
   i) grill
   ii) sauté
   iii) broil
   iv) roast
   v) bake
   vi) fry
   vii) stir-fry

5. Describe the procedures used to cook beef and pork using the moist heat cooking method.
   i) simmer
   ii) poach
   iii) steam
   iv) blanch

6. Describe the procedures used to cook beef and pork using the combination cooking method.
   i) braise
   ii) stew

7. Describe the procedures used to portion and plate beef and pork.
Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1. Select various cuts of beef and pork and prepare according to assigned recipes.
2. Plate beef and pork dishes.
CK-1183 VEAL AND LAMB (PREPARATION AND COOKING)

Outcomes:

Upon successful completion of this course, the apprentice will be able to:
– Demonstrate knowledge of procedures used to prepare veal using a variety of recipes.
– Demonstrate knowledge of procedures used to prepare lamb using a variety of recipes.

Objectives and Content:

1. Define terminology associated with preparation and cooking of veal and lamb.
2. Identify types of cuts and describe their selection for specific applications.
3. Describe the tenderizing methods used for veal and lamb.
4. Identify types of marinades and describe their use.
5. Describe the procedures used to cook veal and lamb using dry heat cooking method.
   i) grill
   ii) sauté
   iii) broil
   iv) roast
   v) bake
   vi) fry

6. Describe the procedures used to cook veal and lamb using moist heat cooking methods.
   i) simmer
   ii) poach
   iii) steam
   iv) blanch

7. Describe the procedures used to cook veal and lamb using combination methods.
   i) braise
   ii) stew
   iii) fricassee
   iv) blanquette

8. Describe the procedures used to portion and plate veal and lamb.
Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are **mandatory** in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1. Select various cuts of veal and lamb and prepare according to assigned recipes.
2. Plate various dishes of veal and lamb.
CK-1184  SPECIALTY MEAT, GAME BIRDS AND VENISON

Outcomes:

Upon successful completion of this course, the apprentice will be able to:
– Demonstrate knowledge of specialty meats, game bird and venison preparation.

Objectives and Content:

1. Describe the classifications and characteristics of variety meats and organs (offal).

2. Describe the procedures used to prepare specialty meat dishes.

3. Describe the procedures used to prepare venison.

4. Describe the procedures used to prepare games birds.

5. Describe the procedures used to prepare game and venison using specialty methods.
   i) marinades
   ii) brines
   iii) smoking
   iv) pickling

6. Describe the procedures used to portion and plate specialty meat, game birds and venison.

Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1. Prepare and plate a variety of specialty meat dishes.
CK-1185 FISH AND SEAFOOD

Outcomes:

Upon successful completion of this course, the apprentice will be able to:
– Demonstrate knowledge of the types of fish and seafood, their selection, storage and preparation.

Objectives and Content:

1. Define terminology associated with fish and seafood.
2. Describe the classifications, quality indicators and characteristics of fish.
3. Describe the classifications, quality indicators and characteristics of seafood.
4. Describe the procedures used to process fish.
5. Describe the procedures used to process seafood.
6. Describe the procedures used to cook fish and seafood using the dry heat cooking method.
   i) grill
   ii) sauté
   iii) broil
   iv) roast
   v) bake
   vi) fry
   vii) deep-fry
7. Describe the procedures used to cook fish and seafood using the moist heat cooking method.
   i) simmer
   ii) poach
   iii) steam
   iv) blanch
8. Describe the procedures used to cook fish and seafood using combination methods.
   i) braise
   ii) stew
9. Describe the methods used to handle and store fish and seafood.
Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1. Prepare a variety of seafood recipes.
2. Plate seafood dishes.
CK-1186   FISH AND SEAFOOD SPECIALTY DISHES

Outcomes:

Upon successful completion of this course, the apprentice will be able to:

– Demonstrate knowledge of the selection and preparation of fish and seafood for a variety of specialty dishes.

Objectives and Content:

1. Identify specialty fish dishes and describe their ingredients and preparation.
   i) en papillote
   ii) a la meuniere
   iii) stews
   iv) glazed fish dishes
   v) court bouillon
   vi) fish cakes
   vii) fish croquettes
   viii) coquille St. Jacques
   ix) lobster thermidor
   x) lobster newburg
   xi) seafood casserole
   xii) sushi

2. Describe the procedures used to prepare traditional dishes.

Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1. Prepare and plate a variety of fish and seafood specialty dishes.
CK-1190  GARNISHING AND PRESENTATION

Outcomes:

Upon successful completion of this course, the apprentice will be able to:
– Demonstrate knowledge of garnishing and presentation techniques.

Objectives and Content:

1. Define terminology associated with garnishing.
2. Identify types of garnishing tools and their applications.
3. Describe types of garnishes, their applications and preparation techniques.
4. Describe portion control and plating techniques.

Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1. Prepare a variety of garnishes.
CK-1195  SALADS AND SALAD DRESSINGS

Outcomes:

Upon successful completion of this course, the apprentice will be able to:
– Demonstrate knowledge of basic types of salads and salad dressings, their storage and preparation.

Objectives and Content:

1. Define terminology associated with salads and salad dressings.

2. Describe handling and storage, and labeling and dating procedures for salads and salad dressings.

3. Identify basic types of salads and describe their characteristics and applications.
   i) green
   ii) vegetable
   iii) cooked

4. Describe the types of salads used for:
   i) appetizers
   ii) accompaniments
   iii) main course
   iv) dessert

5. Describe basic salad ingredients and their quality indicators.

6. Describe procedures used to prepare and combine salad ingredients.

7. Describe portion control and plating techniques.

8. Identify basic types of salad dressings and describe their characteristics and applications.
   i) mayonnaise
   ii) basic French
   iii) cooked salad dressings


10. Describe the procedures used to prepare and combine salad dressing ingredients.
Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1. Prepare a variety of salads and dressings.
CK-1196  SPECIALTY SALADS AND SALAD DRESSINGS

Outcomes:

Upon successful completion of this course, the apprentice will be able to:
– Demonstrate knowledge of specialty salads and salad dressings, their preparation and storage.

Objectives and Content:

1. Identify specialty salads and describe their characteristics.
   i) fruit salads
   ii) combination salads
   iii) gelatin salads

2. Describe the ingredients and quality indicators of specialty salads.

3. Describe portion control and plating techniques for specialty salads.

4. Describe handling and storage procedures for specialty salads and salad dressings.

5. Identify ingredients and techniques used to prepare specialty salad dressings.
   i) thousand island
   ii) sour cream
   iii) chantilly
   iv) emulsified French
   v) American or tomato French
   vi) vinaigrette
   vii) Italian
   viii) honey lemon
   ix) fruit
   x) Russian
   xi) yogurt
   xii) Caesar

6. Describe the procedures used to prepare specialty salad dressings.
Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1. Prepare and plate a variety of specialty salads and dressing
CK-1201            SANDWICHES

Outcomes:

Upon successful completion of this course, the apprentice will be able to:
– Demonstrate knowledge of various types of sandwiches and their preparation.

Objectives and Content:

1. Describe terminology associated with sandwiches.
2. Describe the components of a sandwich.
   i) breads
   ii) fillings
   iii) spreads
3. Describe types of sandwiches.
   i) hot
   ii) cold
   iii) fancy
4. Describe a sandwich station.
5. Describe portion control, plating techniques and garnishes.

Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1. Prepare various types of sandwiches.
2. Plate sandwiches.
Outcomes:

Upon successful completion of this course, the apprentice will be able to:
– Demonstrate knowledge of various types of appetizers, their storage and preparation.

Objectives and Content:

1. Define terminology associated with appetizers.

2. Describe storage and handling of appetizers.

3. Describe types of appetizers.
   i) canapés
   ii) hot hors d’oeuvre
   iii) cold hors d’oeuvre
   iv) salads
   v) relishes
   vi) cocktails
   vii) traditional
   viii) cheese

4. Describe procedures used to prepare a variety of hot and cold appetizers and condiments.
   i) canapés
   ii) hors d’oeuvres
   iii) relishes
   iv) cocktails
   v) cheese
   vi) salad
   vii) juices
      – fruit
      – vegetable

5. Describe portion control, plating techniques and garnishes.

6. Describe the types and purposes of center pieces and the methods used to prepare them


**Practical:**

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are **mandatory** in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1. Prepare and plate a variety of appetizers.
CK-1210  
DAIRY PRODUCTS

Outcomes:

Upon successful completion of this course, the apprentice will be able to:
– Demonstrate knowledge of dairy products, their selection, applications and quality indicators.

Objectives and Content:

1. Define terminology associated with dairy products.

2. Describe the characteristics and applications of dairy products and non-dairy substitutes.
   i) cheese
   ii) milk
   iii) cream
   iv) sherbet
   v) butter
   vi) ice cream
   vii) margarine
   viii) yogurt
   ix) sour cream
   x) buttermilk
   xi) lactase
   xii) soy milk

3. Describe the characteristics of various cheeses and their applications.
   i) hard
   ii) firm
   iii) semi-soft
   iv) soft
   v) cottage
   vi) bakers
   vii) processed

4. Describe the types of milk, their characteristics and applications.
   i) pasteurized
   ii) homogenized
   iii) whole
   iv) skim
   v) evaporated
   vi) condensed
   vii) buttermilk
viii) powdered milk

5. Describe types of cream, their characteristics and applications.
   i) whipping cream
   ii) coffee cream
   iii) half and half cream

6. Describe types of ice cream, yogurt and sherbet, their characteristics and applications.

7. Describe the characteristics and uses of butter and margarine.

8. Describe the procedures used to store dairy products.
   i) expiry date
   ii) life of product
   iii) storage methods
   iv) rotating

Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1. Select and use a variety of dairy products for assigned recipes.
CK-1211 INTERNATIONAL AND SPECIALTY CHEESE

Outcomes:

Upon successful completion of this course, the apprentice will be able to:
– Identify and describe international and specialty cheeses and their characteristics.

Objectives and Content:

1. Define terminology associated with international and specialty cheeses.
2. Identify and describe international and specialty cheeses and their characteristics.
3. Describe popular uses of international and specialty cheeses.
4. Describe procedures for storing and handling specialty cheeses.

Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1. Prepare and plate cheese.
CK-1215  
STYLES OF SERVICE  
(AMERICAN AND CAFETERIA)

Outcomes:

Upon successful completion of this course, the apprentice will be able to:
- Demonstrate knowledge of the American style of service, its associated procedures and techniques.
- Demonstrate knowledge of the Cafeteria style of service, its associated procedures and techniques.

Objectives and Content:

1. Describe the characteristics of American service.
   i) applications  
   ii) food preparation  
   iii) placement  
   iv) staffing  
   v) appropriate dress

2. Describe the characteristics of Cafeteria service.
   i) applications  
   ii) food preparation  
   iii) placement
      - food display  
      - utensils  
      - equipment  
   iv) staffing  
   v) menu items  
   vi) seating  
   vii) clean-up

Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1.
CK-1220 STYLES OF SERVICE (ENGLISH & BUFFET)

Outcomes:

Upon successful completion of this course, the apprentice will be able to:
– Demonstrate knowledge of the English style of service, its associated procedures and techniques.
– Demonstrate knowledge of buffet planning, layout and preparation.

Objectives and Content:

1. Describe the characteristics of English service.
   i) applications
   ii) food preparation
   iii) placement
   iv) staffing
   v) appropriate dress

2. Describe terminology associated with buffets.

3. Describe types of buffets.
   i) hot
   ii) cold
   iii) combination

4. Describe buffet themes and presentations.

5. Describe buffet table set-ups.

6. Describe specialty buffet items.
   i) centerpiece
   ii) edible
   iii) platters

Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1.
CK-1221  STYLES OF SERVICE (FRENCH & RUSSIAN)

Outcomes:

Upon successful completion of this course, the apprentice will be able to:
- Demonstrate knowledge of the French style of service, associated procedures and techniques.
- Demonstrate knowledge of the Russian style of service associated procedures and techniques.

Objectives and Content:

1. Describe the characteristics of French Service.
   i) applications
   ii) food preparation
   iii) placement
   iv) staffing
   v) appropriate dress
   vi) menu items

2. Describe the characteristics of Russian service.
   i) applications
   ii) food preparation
   iii) placement
   iv) staffing
   v) appropriate dress
   vi) menu items

Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1.
CK-1222  TERRINES, PATES, GALANTINES AND MOUSSE

Outcomes:

Upon successful completion of this course, the apprentice will be able to:

– Demonstrate knowledge of terrines, pates, galantines and mousse, their ingredients and preparation.

Objectives and Content:

1. Define terminology associated with terrines, pates, galantines and mousse.
2. Describe ingredients and quality indicators of terrines, pates, galantines and mousse.
3. Describe the procedures used to prepare a terrine.
4. Describe the procedures used to prepare a pate.
5. Describe the procedures used to prepare galantine.
6. Describe the procedures used to prepare a mousse.
7. Describe plating and garnishing techniques.
8. Describe glazing techniques.

Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1. Prepare and plate terrines, pates, gelatins and mousse.
CK-1223 CHAUD – FROID

Outcomes:

Upon successful completion of this course, the apprentice will be able to:

– Demonstrate knowledge of chaud-froid and its preparation for center pieces.
– Demonstrate knowledge of chaud-froid sauces and their use with a variety of food products for display purposes.

Objectives and Content:

1. Define terminology associated with chaud-froid.

2. Describe the ingredients and quality indicators of chaud-froid.

3. Describe the procedures used to prepare and apply a chaud-froid.

Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1.
CK-1225   BREAKFAST COOKERY

Outcomes:
Upon successful completion of this course, the apprentice will be able to:
– Demonstrate knowledge of breakfast foods, their selection, preparation and storage.

Objectives and Content:

GENERAL

1. Define terminology associated with breakfast cookery.
2. Describe handling and storage methods.
3. Describe portion control and plating techniques.
4. Describe continental breakfast, and procedures used for preparation and service.
5. Describe the procedures used to prepare and serve tea and coffee.

EGG PREPARATION

6. Describe the characteristics, composition and grading of eggs.
7. Describe moist and dry heat methods of cooking eggs.
8. Describe the preparation of omelets and fillings.
9. Describe the preparation of egg products for a la carte and banquet service.
10. Describe the preparation and presentation of Quiches and Soufflés.

BREAKFAST FOOD PREPARATION

11. Describe procedures used to prepare and cook breakfast foods.
    i) cereals
    ii) breakfast meats
    iii) seafood
    iv) waffles
    v) French toast
    vi) pancakes and crepes
    vii) fruits
Cook

viii) vegetables
ix) pastries
x) toast

Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1. Prepare and plate breakfast foods.
Outcomes:

Upon successful completion of this course, the apprentice will be able to:
- Demonstrate knowledge of baking ingredients and techniques.
- Demonstrate knowledge of baking convenience products and their use.

Objectives and Content:

1. Describe terminology associated with baking.
2. Describe handling and storage methods for ingredients and baked goods.
3. Describe bakers’ weights, measures and scaling.
4. Describe standards and grades of baking ingredients.
   i) flour
   ii) shortening
   iii) sugar
   iv) eggs
   v) liquids
5. Describe leavening agents and their function.
   i) air
   ii) steam
   iii) baking soda
   iv) baking powder
   v) yeast
6. Describe convenience products and the preparation required for each.

Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1. Prepare convenience baked products.
CK-1235 YEAST PRODUCTS

Outcomes:

Upon successful completion of this course, the apprentice will be able to:
– Demonstrate knowledge of yeast products and their preparation.

Objectives and Content:

1. Describe terminology associated with yeast products.

2. Describe types of yeast and their applications.
   i) dry
   ii) fresh
   iii) instant

3. Describe the fermentation process of yeast.

4. Describe the procedures used to prepare yeast doughs.
   i) sweet dough
   ii) rolled in
   iii) sponge
   iv) straight

Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1. Prepare yeast products.
CK-1240  DESSERT PIES, FILLINGS AND TOPPINGS

Outcomes:

Upon successful completion of this course, the apprentice will be able to:
– Demonstrate knowledge of dessert pies, fillings and toppings and their preparation

Objectives and Content:

1. Describe terminology associated with pies, fillings and meringues.

2. Describe storage and handling methods.

3. Describe ingredients and quality indicators for pies.

4. Describe the importance of types of flour.

5. Describe mixing procedures and steps used to prepare pie doughs.
   i) crumb
   ii) flaky
   iii) short or sweet
   iv) mealy

6. Describe the procedures used to prepare pie fillings.
   i) fruit
      – fresh
      – convenience
   ii) gelatin-based
   iii) pudding and creams
   iv) custard

7. Describe procedures used to prepare pie toppings.
   i) meringue
   ii) whipped cream
   iii) stabilizers

8. Describe procedures used to bake pies.
   i) temperature control
   ii) doneness

9. Describe portion control and plating techniques.
**Practical:**

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are **mandatory** in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1. Prepare and plate a variety of pies.
CK-1245 QUICK BREADS

Outcomes:

Upon successful completion of this course, the apprentice will be able to:
– Demonstrate knowledge of quick breads and their preparation.

Objectives and Content:

1. Define terminology associated with quick breads.
2. Describe types of quick bread products.
3. Describe the procedures used to prepare quick breads.
4. Describe portion control and plating techniques.

Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1. Prepare and plate quick breads.
CK-1250  BASIC CAKES, ICINGS & MERINGUES

Outcomes:

Upon successful completions of this course, the apprentice will be able to:
– Demonstrate knowledge of basic cakes, icings and meringues, their preparation and finishing.

Objectives and Content:

1. Define terminology associated with cakes, icings and meringues.
2. Describe the types of basic cakes, their characteristics and uses.
3. Describe ingredients and quality indicators of cakes.
4. Describe the procedures used to prepare cakes.
   i) foam
   ii) two-stage
   iii) creaming
5. Describe the ingredients and preparation methods for basic icings.
6. Describe the ingredients and preparation methods for basic meringue.
7. Describe the procedures used to assemble, fill and ice cakes.
8. Describe portion control and plating techniques for basic cakes.

Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1. Prepare and plate basic cakes, icings and meringues.
Outcomes:

Upon successful completion of this course, the apprentice will be able to:
– Demonstrate knowledge of specialty icings and meringues, their preparations and finishing.

Objectives and Content:

1. Describe the types and characteristics of specialty icings.
   i) butter creams
   ii) meringue
   iii) royal
   iv) fondant
   v) boiled
   vi) ganache
   vii) fudge

2. Describe the types and characteristics of meringues.
   i) French
   ii) Italian
   iii) Swiss
   iv) common
   v) meringue shells

Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1. Prepare specialty icings and meringues.
CK-1252          SPECIALTY CAKES

Outcomes:

Upon successful completion of this course, the apprentice will be able to:
– Demonstrate knowledge of specialty cakes and their preparation.

Objectives and Content:

1. Define terminology associated with specialty cakes.
2. Describe ingredients and quality indicators for specialty cakes.
3. Describe the types and characteristics of specialty cakes.
4. Describe the procedures used to prepare gateau.
5. Describe the procedures used to prepare cheese cakes and charlottes.
6. Describe the procedures used to prepare tortes.
7. Describe portion control and plating techniques.

Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1. Prepare and plate specialty cakes.
CK-1255 COOKIES AND SQUARES

Outcomes:

Upon successful completion of this course, the apprentice will be able to:
– Demonstrate knowledge of cookies and squares and their preparation.

Objectives and Content:

1. Define terminology associated with cookies and squares.

2. Describe types and characteristics of cookies and squares.
   i) rolled
   ii) bagged
   iii) dropped
   iv) moulded
   v) ice box
   vi) sheet
   vii) barred
   viii) convenience

3. Describe the mixing methods used for cookies and squares.
   i) one-stage
   ii) creaming
   iii) sponge

4. Describe the procedures used to prepare cookies and squares.

5. Describe portion control and plating techniques.

Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1. Prepare and plate a variety of cookies and squares.
CK-1260  PASTRIES

Outcomes:

Upon successful completion of this course, the apprentice will be able to:
– Demonstrate knowledge of pastries and their preparation.

Objectives and Content:

1. Define terminology associated with pastries.
2. Describe ingredients and quality indicators for pastries.
3. Describe the procedures used to prepare pastries.
   i) puff pastry
   ii) choux paste
   iii) Danish
   iv) convenience
   v) rolled-in
4. Describe portion control and plating techniques.

Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1. Prepare and plate various pastries.
CK-1270  DESSERTS

Outcomes:

Upon successful completion of this course, the apprentice will be able to:
– Demonstrate knowledge of puddings, Bavarian and mousse and their preparation.
– Demonstrate knowledge of cold desserts and their preparation.
– Demonstrate knowledge of chocolate and chocolate products and their preparation.

Objectives and Content:

1. Define terminology associated with the following:
   i) puddings, Bavarian and mousse
   ii) cold desserts
   iii) chocolate and couverture

2. Describe ingredients and quality indicators for the following:
   i) puddings, Bavarian and mousse
   ii) cold desserts
   iii) chocolate and couverture

3. Describe the types and characteristics of the following:
   i) puddings, Bavarian and mousse
   ii) cold desserts
   iii) chocolate and couverture

4. Describe the procedures used to prepare:
   i) baked custards and puddings
   ii) crème anglaise and other cream sauces
   iii) caramel or nougat
   iv) Bavarian, chiffon and mousse
      – cold desserts
      – soufflés
      – Sabayon
      – bombes
      – parfaits
      – sorbet
      – ice cream
      – fruit
   v) chocolate pate
   vi) traditional
5. Describe the procedures used to temper chocolate.

6. Describe storage and handling methods of chocolate and chocolate products.

7. Describe portion control and plating techniques.

Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1. Prepare and plate a variety of desserts.
CK-1280 MENU PLANNING

Outcomes:

Upon successful completion of this course, the apprentice will be able to:
– Demonstrate knowledge of effective menu planning.
– Demonstrate knowledge of the planning, preparation and presentation of a menu.
– Demonstrate knowledge of menu planning based on sound nutritional practices

Objectives and Content:

1. Describe the basic principles of menu planning.
2. Describe the types of menus.
3. Describe the steps used in writing a menu (i.e. variety, color).
4. Describe appropriate use of leftovers.
5. Describe procedures used to plan and order food to menu requirements.
6. Describe procedures used to plan meal presentation.
7. Describe macro nutrients (Heart Smart).
   i) carbohydrates
   ii) fats
   iii) proteins
8. Describe micro nutrients.
   i) vitamins
   ii) minerals
9. Describe how to assess the nutritional adequacy of a menu.
10. Describe the personal factors that influence dietary habits.
11. Describe sensory characteristics that influence the acceptance of food products.
12. Describe techniques used to prepare a nutritious menu item.
13. Describe menus for special diet requirements.
15. Describe common food allergies.

Practical:

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1. Prepare and supervise various menus.
CK-1285 MENU COSTING

Outcomes:

Upon successful completion of this course, the apprentice will be able to:
– Demonstrate knowledge of inventory and costing procedures.
– Demonstrate knowledge of planning and ordering process.
– Demonstrate knowledge of food cost controls and their operation.

Objectives and Content:

1. Define terminology associated with menu costing.
2. Describe the procedures used to take an inventory.
3. Describe the procedures used to calculate food costs.
4. Describe the procedures used to calculate industry percent.
5. Describe the procedures used to purchase food.
6. Describe the procedures used to calculate As Purchased/Edible Portions requirements.
7. Describe procedures used to convert recipes.
8. Describe food costs and food cost controls.
   i) purchase specifications
   ii) standard recipes
   iii) standard yields
   iv) standard portions
9. Describe how to calculate daily and monthly food cost.
10. Identify productivity guides and controls and describe their use.
11. Describe point of sale systems.
12. Describe financial information.
13. Describe the procedures used to calculate operational cost.
   i) food
   ii) labour
   iii) overhead
iv) profit

14. Describe the role of food preparation systems in kitchen management and cost control.

15. Describe cook chill/cook/ freeze systems, their applications and operation.

16. Describe sous vide systems, their applications and operation.

17. Demonstrate knowledge of preparation systems and their applications.

**Practical:**

Practical skills enhance the apprentice’s ability to meet the objectives of this course. The learning objectives outlined below are mandatory in Newfoundland, but are provided as suggestions for Nova Scotia, Prince Edward Island and New Brunswick.

1.
MA-1060  BASIC MATH

Description:

This course in Basic Math requires knowledge of general mathematical concepts and processes to enable trades persons to function in the institutional setting by developing numeracy skills required for technical courses. This math course should also provide a foundation for experiential learning through a knowledge of math relating to on-the-job skills and practices.

Course Outcomes:

1. To develop numeracy skills and knowledge required for institutional and on-the-job learning.
2. To develop the capability to apply mathematical concepts in the performance of trade practices.
3. To develop an appreciation for mathematics as a critical element of the learning environment
4. To use mathematical principles accurately for the purposes of problem solving, job and materials estimation, measurement, calculation, system conversion, diagram interpretation and scale conversions, formulae calculations, and geometric applications.

Prerequisites:

Course Duration:  60 hrs.

Course Objectives (Knowledge):

1. Define and calculate using whole number operations
2. Define and demonstrate use of correct orders of operations
3. Demonstrate examples of operations with fractions and mixed numbers
4. Demonstrate examples of operations with decimals
5. Demonstrate examples of operations with percentages
6. Employ percent/decimal/fraction conversion and comparison
7. Define and calculate with ratios and proportions

8. Use the Imperial Measurement system in relevant trade applications

9. Use the Metric Measurement system in relevant trade applications

10. Perform Imperial/Metric conversions

11. Define and demonstrate the formulation of variables

12. Demonstrate and define the various properties of angles and make relevant calculations

**Major Tasks/Sub-tasks (Skills):**

**Note:** To emphasize or further develop specific knowledge objectives, students may be asked to complete practical demonstrations which confirm proper application of mathematical theory to job skills.
REQUIRED RELATED COURSES
CM-2150 WORKPLACE COMMUNICATIONS

Description:

This course is designed to introduce students to the principles of effective communication including letters, memos, short report writing, oral presentations and interpersonal communications.

Course Outcomes:

Upon completion of the course, students will be able to:

– understand and apply communication skills as outlined in the Employability Skills 2000, Conference Board of Canada
– understand the importance of well-developed writing skills in business and in career development.
– understand the purpose of the various types of business correspondence.
– examine the principles of effective business writing.
– examine the standard formats for letters and memos.
– write effective letters and memos.
– examine the fundamentals of informal reports and the report writing procedure.
– produce and orally present an informal report
– examine effective listening skills and body language in communication

Objectives and Content:

1. Apply rules and principles for writing clear, concise, complete sentences which adhere to the conventions of grammar, punctuation, and mechanics.

2. Explain the rules of subject-verb agreement.

3. Define and describe the major characteristics of an effective paragraph

4. Examine the Value of Business Writing Skills
   i) Describe the importance of effective writing skills in business
   ii) Describe the value of well-developed writing skills to career success as referenced in the Employability Skills

5. Examine Principles of Effective Business Writing
   i) Discuss the rationale and techniques for fostering goodwill in business communication, regardless of the circumstances
   ii) Review the importance of revising and proofreading
   iii) Differentiate between letter and memo applications in the workplace & review samples
iv) Identify the parts of a business letter and memo
v) Review the standard formats for business letters and memos
vi) Examine samples of well-written and poorly written letters and memos
vii) Examine guidelines for writing sample letters and memos which convey: acknowledgment, routine request, routine response, complaint, refusal, persuasive request and letters of appeal.

6. Examine the Fundamentals of Informal Business Reports
   i) Identify the purpose of the informal report
   ii) Identify the parts and formats of an informal report
   iii) Identify methods of information gathering
   iv) Describe the methods of referencing documents
   v) Review the importance of proof reading and editing

7. Examine types of presentations
   i) Review & discuss components of an effective presentation
   ii) Review & discuss delivery techniques
   iii) Review & discuss preparation & use of audio/visual aids
   iv) Discuss & participate in confidence building exercises used to prepare for giving presentations

8. Interpersonal Communications
   i) Examine and apply listening techniques
   ii) Discuss the importance of body language

Practical:

1. Write well-developed, coherent, unified paragraphs which illustrate the following: A variety of sentence arrangements; conciseness and clarity; and adherence to correct and appropriate sentence structure, grammar, punctuation, and mechanics.

2. Write sample letters and memos which convey: acknowledgment, routine request, routine response, complaint, refusal, persuasive request and letters of appeal.

3. Gather pertinent information, organize information into an appropriate outline & write an informal report with documented resources.
   – Edit, proofread, and revise the draft to create an effective informal report and present orally using visual aids
   – Participate in confidence building exercises

4. Present an effective presentation.

5. Evaluate presentations.
MR-1220  

CUSTOMER SERVICE

Description:

This course focuses on the role of providing quality customer service. It is important to have a positive attitude and the necessary skills to effectively listen and interpret customer concerns about a product, resolve customer problems, and determine customer wants and needs. Students will be able to use the skills and knowledge gained in this course to effectively provide a consistently high level of service to the customer.

Course Outcomes:

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

– define customer service
– explain why service is important
– describe the relationship between “service” and “sales”
– demonstrate an understanding of the importance of a positive attitude
– demonstrate methods of resolving customer complaints

Objectives and Content:

1. Define quality service
   i) Identify and discuss elements of customer service
   ii) Explain the difference between Service vs. Sales or Selling
   iii) Explain why quality service is important
   iv) Identify the various types of customers & challenges they may present
   v) Describe customer loyalty
   vi) Examine barriers to quality Customer Service

2. Explain how to determine customers wants and needs
   i) Identify customer needs
   ii) Explain the difference between customer wants and needs
   iii) Identify ways to ensure repeat business

3. Demonstrate an understanding of the importance of having a positive attitude
   i) Identify & discuss the characteristics of a positive attitude
   ii) Explain why it is important to have a positive attitude
   iii) Explain how a positive attitude can improve a customer’s satisfaction
   iv) Define perception and explain how perception can alter us and customers
   v) Describe methods of dealing with perception
4. Communicating effectively with customers
   i) Describe the main elements in the communication process
   ii) Identify some barriers to effective communication
   iii) Explain why body language is important
   iv) Define active listening and state why it is important
   v) Identify and discuss the steps of the listening process
   vi) Identify and discuss questioning techniques

5. Demonstrate using the telephone effectively
   i) Explain why telephone skills are important
   ii) Describe the qualities of a professional telephone interaction

6. Demonstrate an understanding of the importance of asserting oneself
   i) Define assertiveness
   ii) Discuss assertive techniques
   iii) Explain the use of assertiveness when dealing with multiple customers

7. Demonstrate techniques for interacting with challenging customers in addressing complaints & resolving conflict
   i) Examine & discuss ways to control feelings
   ii) Examine & discuss ways to interact with an upset customer
   iii) Examine & discuss ways to resolve conflict/customer criticism
   iv) Examine & discuss ways to prevent unnecessary conflict with customers

Practical:

1. Participate in activities to demonstrate knowledge of the course objectives.
SP-2330 QUALITY ASSURANCE/QUALITY CONTROL

Description:

This course is designed to give students an understanding of the concepts and requirements of QA/QC such as, interpreting standards, controlling the acceptance of raw materials, controlling quality variables and documenting the process. It includes information on quality concepts, codes and standards, documentation, communications, human resources, company structure and policy, teamwork and responsibilities.

Course Outcomes:

Upon completion of this course, students will be able to:
– develop the skills and knowledge required to apply quality assurance/quality control procedures as related to the trade
– develop an awareness of quality principles and processes
– apply quality assurance/quality control procedures in a shop project

Objectives & Content:

1. Describe the reasons for quality assurance and quality plans.

2. Explain the relationship between quality assurance and quality control.

3. Describe quality control procedures as applied to the production and checking of specifications and processes in applicable occupations.

4. Describe quality control procedures as applied to the acceptance and checking of raw materials.

5. Explain the role of communications in a quality environment.

6. Explain why it is important for all employees to understand the structure of the company and its production processes.

7. Explain how human resource effectiveness is maximized in a quality managed organization.

8. Explain the role of company policy in quality management.

9. Explain the purpose of codes and standards in various occupations.
10. Explain the concepts of quality
   i) cost of quality
   ii) measurement of quality
   iii) elements of quality
   iv) elements of the quality audit
   v) quality standards
   vi) role expectations and responsibilities

11. Explain the structure of quality assurance and quality control
   i) Describe organizational charts
   ii) Identify the elements of a quality assurance system such as ISO, CSA, WHMIS, Sanitation Safety Code (SSC)
   iii) Explain the purpose of the quality assurance manual
   iv) Describe quality assurance procedures

12. Examine quality assurance/quality control documentation
   i) Describe methods of recording reports in industry
   ii) Describe procedures of traceability (manual and computer-based recording)
   iii) Identify needs for quality control procedures

Practical:

1. Apply quality control to a project
   i) Follow QA/QC procedures for drawings, plans and specifications in applicable occupations.
   ii) Calibrate measuring instruments and devices in applicable occupations.
   iii) Interpret required standards
   iv) Follow QA/QC procedures for accepting raw materials
   v) Carry out the project
   vi) Control the quality elements (variables)
   vii) Complete QA/QC reports
MC-1050  INTRODUCTION TO COMPUTERS

Description:

This course is designed to give the student an introduction to computer systems. Particular emphasis is given to word processing, spreadsheet, e-mail and the Internet and security issues.

Course Outcomes:

Upon completion of this course, students will have a basic understanding of:

– computer systems and their operation.
– popular software packages, their applications
– security issues of Computers

Objectives & Content:

1. Identify the major components of microcomputer system hardware and software system.

2. Describe the functions of the microprocessor.
   i) Describe and give examples of I/O DEVICES.
   ii) Describe primary storage (RAM, ROM, Cache).
   iii) Define bit, byte, code and the prefixes k.m. and g.
   iv) Describe secondary storage (diskettes and hard disks, CD ROMS, Zip Drives etc).
   v) Describe how to care for a computer and its accessories.

3. Describe microcomputer software
   i) Define software.
   ii) Describe types of operational and application software
   iii) Define file and give the rules for filenames and file extensions.

4. Describe windows software
   i) Start and quit a Program
   ii) Demonstrate how to use the help function
   iii) Locate a specific file using the find function
   iv) Identify system settings: wallpaper, screen saver, screen resolution, background
   v) Start a program by using the Run Command
   vi) Shutting down your computer
5. Identify File Management commands
   i) Demonstrate how to view directory structure and folder content
   ii) Organize files and folders
   iii) Copy, delete, and move files and folders
   iv) Create folders
   v) Maximize and minimize a window
   vi) Describe windows task bar

6. Describe Keyboards
   i) Identify and locate alphabetic and numeric keys
   ii) Identify and locate function key & special keys

7. Describe Word Processing
   i) Describe Windows components
   ii) Menu bar
   iii) Menu indicators
   iv) Document window
   v) The Status bar
   vi) The Help feature
   vii) Insertion point movements

8. Describe the procedure used to development of a document
   i) Enter text
   ii) Change the display

9. Describe the procedure for opening, saving and exiting documents
   i) Saving a document
   ii) Closing a document
   iii) Starting a new document Window
   iv) Opening a document
   v) Exiting word processor

10. Describe the procedure for editing a Document
    i) Adding new text
    ii) Deleting text
    iii) Using basic format enhancement (split and join paragraphs, insert text)

11. Describe the main Select Features
    i) Identify a selection
    ii) Moving a selection
    iii) Copying a selection
    iv) Deleting a selection
    v) Saving a selection
12. Explain how to change Layout Format
   i) Changing layout format: (margins, spacing, alignment, paragraph indent, tabs, line spacing, page numbering)

13. Explain how to change Text Attributes
   i) Changing text attributes: (bold, underline, font, etc.)

14. Describe the Auxiliary Tools
   i) Using Spell Check & Thesaurus

15. Describe Print features
   i) Selecting the Print Feature: (i.e; number of copies and current document)
   ii) Identifying various options in print screen dialogue box

16. Examine & Discuss Electronic Spreadsheet
   i) Spreadsheet Basics
   ii) The Worksheet Window

17. Describe Menus
   i) Menu Bar
   ii) Control menu
   iii) Shortcut menu
   iv) Save, Retrieve form menus

18. Describe the components of a worksheet
   i) Entering constant values and formulas
   ii) Using the Recalculation feature

19. Describe Use ranges
   i) Typing a range for a function
   ii) Pointing to a range for a function
   iii) Selecting a range for toolbar and menu commands

20. Describe how to print a worksheet
   i) Printing to the Screen
   ii) Printing to the Printer
   iii) Printing a selected Range

21. Describe how to edit a worksheet
   i) Replacing cell contents
   ii) Inserting & deleting rows and columns
   iii) Changing cell formats
   iv) Changing cell alignments
v) Changing column width  
vi) Copying and moving cells

22. State major security issues in using computers  
i) Pass words  
ii) Accessing accounts  
iii) Viruses and how they can be avoided  
iv) Identity theft and ways to protect personal information

23. Describe how to use Electronic Mail  
i) E-mail etiquette  
ii) E-mail accounts  
iii) E-mail messages  
iv) E-mail message with attachments  
v) E-mail attachments  
vi) Print e-mail messages  
vii) Deleting e-mail messages

24. Explain the Internet and its uses  
i) The World Wide Web(www)  
ii) Accessing Web sites  
iii) Internet Web Browsers  
iv) Internet Search Engines  
v) Searching Techniques  
vi) Hosting documents on-line

Practical:


2. Complete word processing exercises to demonstrate proficiency in word processing

3. Prepare and send e-mails with attachments

4. Retrieve documents and e-mail attachments and print copies

5. Develop & print a spread sheet.

6. Post a document on-line
SD-1700       WORKPLACE SKILLS

Description:

This course involves participating in meetings, information on formal meetings, unions, workers’ compensation, employment insurance regulations, workers’ rights and human rights.

Course Outcomes:

Upon completion of this course, students will be able to:
– Participate in meetings
– Define and discuss basic concepts of:
  – unions
  – workers’ compensation
  – employment insurance
  – workers’ rights
  – human rights
  – workplace diversity
  – gender sensitivity

Objectives & Content:

1. Meetings
   i) Identify & discuss meeting format and preparation required for a meeting.
   ii) Explain the purpose of an agenda.
   iii) Explain the roles and responsibilities of meeting participants.
   iv) Explain the purpose of motions and amendments and withdrawals.
   v) Explain the procedure to delay discussion of motions.
   vi) Explain the voting process.

2. Unions
   i) State why unions exist.
   ii) Give a concise description of the history of Canadian labour.
   iii) Explain how unions function.
   iv) Explain labour’s structure.
   v) Describe labour’s social objectives.
   vi) Describe the relationship between Canadian labour and the workers.
   vii) Describe the involvement of women in unions.

3. Worker’s Compensation
   i) Describe the aims, objectives, benefits and regulations of the Workplace Health, safety and Compensation Commission.
ii) Explain the internal review process.

4. Employment Insurance
   i) Explain employment insurance regulations
   ii) Describe how to apply for employment insurance.
   iii) Explain the appeal process.
   iv) Identify the components of a letter of appeal.

5. Worker’s Rights
   i) Define labour standards.
   ii) Explain the purpose of the Labour Standards Act.
   iii) Identify regulations pertaining to:
        – Hours of work
        – Minimum wages
        – Employment of children
        – Vacation pay
   iv) Explain the purpose of the Occupational Health & Safety Act as it refers to workers’ rights

6. Human Rights
   i) Describe what information cannot be included on an employment application.
   ii) Describe what information cannot be included in an interview.
   iv) Define harassment in various forms and identify strategies for prevention.

7. Workplace Diversity
   i) Define and explore basic concepts and terms related to workplace inclusively including age, race, culture, religion, socio-economic, sexual orientation with an emphasis on gender issues and gender stereotyping.

8. Gender Sensitivity
   i) Explore gender and stereotyping issues in the workplace by identifying strategies for eliminating gender bias.

Practical:

1. Prepare an agenda.

2. Participate in a meeting.
3. Analyze a documented case of a human rights complaint with special emphasis on the application, time frame, documentation needed, and legal advice available.
SD-1710  

JOB SEARCH TECHNIQUES

Description:

This course is designed to give students an introduction to the critical elements of effective job search techniques.

Course Outcomes:

Upon completion of this course, students will be able to:
– Demonstrate effective use of Job Search Techniques

Objectives & Content:

1. Identify and examine employment trends and opportunities
2. Identify sources that can lead to employment
3. Access and review information on the Newfoundland and Labrador Apprenticeship and Certification Web site and the Apprenticeship Employment Gateway
4. Analyze job ads and discuss the importance of fitting qualifications to job requirements
5. Identify and discuss employability skills as outlined by the Conference Board of Canada.
6. Discuss the necessity of fully completing application forms.
7. Establish the aim/purpose of a resume
8. Explore characteristics of effective resumes, types of resumes, and principles of resume format.
9. Explore characteristics of an effective cover letter.
10. Identify commonly asked questions in an interview.
11. Explore other employment related correspondence.
12. Explore the job market to identify employability skills expected by an employer.
13. Conduct a self-analysis and compare with general employer expectations.
14. Discuss the value of establishing and maintaining a portfolio.

Practical:

1. Complete sample application forms.
2. Write a resume.
3. Write an effective cover letter.
4. Establish a portfolio.
5. Write out answers to commonly asked questions asked during interviews.
6. Identify three potential employers from the Apprenticeship Employment gateway, Apprenticeship & Certification web site.
SD-1720 ENTREPRENEURIAL AWARENESS

Description:

This course is designed to introduce the student to the field of entrepreneurship, including the characteristics of the entrepreneur, the pros and cons of self-employment, and some of the steps involved in starting your own business.

Course Outcomes:

Upon completion of this course, the student will be able to:

- Identify the various types of business ownership, the advantages and disadvantages of self-employment and identify the characteristics of an entrepreneur.
- State the purpose and identify the main elements of a business plan.

Objectives & Content:

1. Explore Self-Employment: An Alternative to Employment
   i) Identify the advantages and disadvantages of self-employment vs. regular employment
   ii) Differentiate between an entrepreneur and a small business owner
   iii) Evaluate present ideas about being in business

2. Identify and discuss various types of business ownership
   i) Explore the Characteristic of Entrepreneurs
   ii) Identify characteristics common to entrepreneurs
   iii) Compare one’s own personal characteristics with those of entrepreneurs.
   iv) Examine one’s present ideas about business people

3. Identify Business Opportunities
   i) Distinguish between an opportunity and an idea.
   ii) Examine existing traditional and innovative business ventures
   iii) Identify and summarize the role of various agencies that support business development.
   iv) Identify potential business opportunities.

   i) Explain the entrepreneurial process
   ii) Describe the purpose of a business plan
   iii) Identify & discuss the main elements of a business plan
Practical:

1. From a list potential business opportunities prepare a list of elements that would have to be included in a business plan.