

Culinary Arts, Department of Tourism & Hospitality  
Kingsborough Community College, City University of New York

**COURSE INFORMATION:**

Course Meets: Thursdays 4:15pm-7:35pm; 9/9/25 thru 12/19/25; U230  
Instructor: Michael DiGiovanni  
Email: [Michael.digiovanni@kbcc.cuny.edu](mailto:Michael.digiovanni@kbcc.cuny.edu)  
Office Hours: Thursdays 7:35-8:35pm – U118;  
All other times **\*BY APPOINTMENT\***

**OFFICIAL COURSE DESCRIPTION:**

Introduction to the basic skills and competencies required for catering, food and beverage operations, and the opportunities and responsibilities in this sector of the hospitality and tourism industry.

**LEARNING OBJECTIVES:**

- Define "catering," distinguish between "on-premise" and "off-premise" catering, understand the history of catering and employment opportunities in this segment of the food industry.
- Review Food Safety and Alcohol Service regulations, apply safe sanitation practices, correct time/temperature food handling, and address any cross-contamination issues and remediate them.
- Work with others on a group project to arrive at consensus and carry out events in both leadership and service roles.
- Assess skills and knowledge needed for catering work, conduct self-assessment of those skills.
- Discuss menus considering appropriate dishes for the season, the reason for the event, style and tastes of the client, ethnic and cultural elements, limitations of the venue, ingredient variety, colors, flavors, and budget.
- Calculate the requisitions and food costs for a menu based on estimated guest counts, cost, and labor.
- Discuss insurance, licensing, and pricing.
- Identify the major expenses for caterers: food, beverages, labor, equipment, overhead.
- Identify marketing tools and techniques used by caterers.

**REQUIRED TEXTBOOK:**

**Catering: A Guide to Managing A Successful Business Operation**, 2<sup>nd</sup> Edition. Wiley, 2015.  
E-book: 978-1-119-03191-8 Print-ISBN: 978-1-118-13797-0

Bookstore Link:

Publisher Link: [Catering: A Guide to Managing a Successful Business Operation](#)

*\* Supplemental course materials that are required will be provided and uploaded via Brightspace.*

## COURSE GRADING

### Grading Breakdown:

- 40% Participation, Performance, Full Uniform, Timely Arrival, Clean Up
- 20% Homework & Assignments
- 20% Quizzes
- 20% Course Project

### Letter Grade Scale:

Grade	Percentage	Grade	Percentage	Grade	Percentage
A+	97-100	A	93-96	A-	90-92
B+	87-89	B	83-86	B-	80-82
C+	77-79	C	73-76	C-	70-72
D+	67-69	D	60-66	F	below 60

**This is college and a professional environment. Treat everything you do in this class and on this campus as your job. You are here to learn not only academic material, but also to learn professionalism and to prepare yourselves to be successfully employed once you graduate. I run my classes accordingly. I am not only here to teach you, but I am also here to be a professional resource, take advantage of that!**

### ASSIGNMENT POLICY

As a rule, I do not accept late work under any circumstances. Treat this course as if it was your job. Communicate with me, and I will communicate with you. I do understand that the world (especially now) is an unpredictable place and things happen, if you have extenuating circumstances, let me know and I will do my best to work with you. **This policy applies to homework, quizzes, projects, and/or exams.**

### **PARTICIPATION, Preparedness, Recipe Cards, Timely Arrival, In Full Uniform (40%)**

Students will be evaluated/graded on: readiness, engaging in lecture, professionalism, sanitation, teamwork, communication skills, quality of production, understanding of techniques, production analysis, and actively engaging in clean-up.

In-person lab participation is a major component of this course, as we will be focused on hands-on skills development in professional cooking. Students are expected to participate in all 12 lab meetings in order to earn full credit. Your lab participation grade is based on putting forth your best effort every class.

To succeed, you should:

- Work on improving your skills, accuracy, and critical thinking every day.
- Show a sense of urgency -- this is a fast-paced profession!
- Get off the phone! Your phone should remain in your pocket or bag at all times.
- Come prepared for class.
- Complete required homework assignments.
- Have all properly scaled recipes.

- Practice, practice, practice, and practice again.
- Get the most out of your education by being an active participant!
- Arrive on time (or early), dressed in full uniform, ready to work.
- Complete assigned kitchen and classroom tasks successfully.
- Work in a safe and sanitary manner.
- Actively contribute to clean up and break down.
- Remain in class until dismissal.

You will be responsible to prepare properly scaled recipe cards for every recipe before every class, this will help prepare you for daily production. Your recipe cards will be checked at the beginning of class and their completion will be graded daily. You may not use your textbook or an e-version of the book to view recipes during daily production. Your recipe cards are worth 20% of your daily participation grade.

Attendance in hands-on/theoretical cooking classes is critical to your success. There is no way to "make up" a class. Because your daily grade is determined by your work in the kitchen, absences will negatively impact your grade. Being on time means being at your workstation and in FULL uniform when class begins. Being more than 30 minutes late will result in a ZERO for participation for the day.

If you are not in proper uniform, you will only be allowed to observe and may not actively participate in daily recipe production & service.

#### **CELL PHONES:**

No cell phones whatsoever in class! This means not only not USING cell phones in class, but also not charging them. They are disruptive and distracting to both the instructor and the class. If you do not have a calculator, you may not use your phone as a calculator.

#### **LATENESS:**

Lateness will not be tolerated! As in any professional environment you are expected to arrive to class on time ready to learn. Lateness is disruptive to me and your classmates, plus you are losing valuable hands-on leaning time. EVERY class will begin promptly at on-time unless you are instructed otherwise.

- Any student who arrives 1-10 minutes late will lose 10% of their participation grade for that day.
- Any student who arrives 11-20 minutes late will lose 25% of their participation grade for that day.
- Any student who arrives 21-30 minutes late will lose 50% of their participation grade for that day.
- Any student who arrives 30+ minutes late will lose 100% of their participation grade for that day.

#### **HOMEWORK & ASSIGNMENTS (20%)**

You will be responsible to complete homework and assignments before each class. This will help familiarize you with key concepts covered in the course. Your weekly homework and all in-class assignments are due on the evenings BEFORE class by 11:59pm and are to be submitted digitally in MS Word or PDF format via Brightspace.

Homeworks and assignments can be found in the appropriate daily folder in Brightspace. In order to receive credit, the completed assignments must be uploaded to the correct assignment in the appropriate daily folder. No late work will be accepted. Homework assignments are based upon the lecture(s) and materials covered in class. The correct answers will be reviewed after the due date.

You are expected to use the assigned textbook to find your answers NOT the Internet!

### **QUIZZES (20%)**

Quizzes may be announced or unannounced. They will be given during in-person meetings. All quizzes are timed, so use your time wisely. You will receive specific instructions before each quiz begins, please follow those instructions closely. No make-ups will be given, if you miss the quiz, you will receive a score of 0. Each quiz is cumulative of the preceding lectures, so the best way to prepare is to study the lectures, do your readings, and take detailed notes during lecture.

### **COURSE PROJECT (20%)**

You will work on a comprehensive project throughout the semester. Drafts of components will be due throughout the semester, which will be graded, and feedback will be given. You will have the opportunity to make changes based upon the feedback given to submit at the end of the semester, when all project components will be due.

Specifics: You have been hired as a caterer to cater an off-premise wedding for 100 guests.

Components:

- Inquiry Proposal Form
- Menu comprised of:
  - 1 Hand Passed Hors d'oeuvre
  - 1 Specialty Cocktail
  - 1 Salad Course
  - 2 Entrees with Protein, Starch, Vegetable, Sauce
  - 1 Dessert Course
- Recipes for All Menu Items, Including Sub-Recipes
- Recipes Scaled to 100 Guests
- Purchase Order for All Food for 100 Guests
- Costing Sheets for All Menu Items for 100 Guests
- Overall Cost for Food for the Event for 100 Guests
- Banquet Event Order (BEO)
- Labor Projections
- Event Timeline

# **KINGSBOROUGH COMMUNITY COLLEGE CULINARY ARTS PROGRAM POLICIES**

## **UNIFORM:**

Uniforms must be purchased from Chef Works and can be purchased via:

<https://www.chefworks.com/customer/account/create/code/kingsborough>

You are required to be dressed appropriately for class each week. You will not be allowed to participate if you fail to comply with the Culinary Arts Program uniform requirements:

- Clean white chef coat with KCC logo and your name embroidered (available via the link above).
- Checkered chef pants (available via the link above).
- White skullcap (available via the link above).
- Clean white apron and two side towels (available via the link above), laundered on your own.
- Long hair must be tied back, under a hairnet and hat.
- Black, slip resistant, closed-toe work shoes (soles must indicate slip resistance); sneakers are not permitted.
- No jewelry, including earrings and nose rings; only a wedding band is permitted.
- Nails clean, unpolished, and trimmed; fake, polished, and/or long nails are not permitted.
- No perfumes, colognes, or strong scents.

If you are not in full uniform, compliant in each area above, you may not participate in class and you will receive a ZERO for participation for the day.

## **HAND WASHING & HYGIENE:**

Wash your hands when entering the kitchen, after eating, smoking or making a phone call, after returning from the restroom, when switching from one task to another, after touching any part of your body, especially face, mouth, nose or hair, and in general more often than you are used to washing them.

## **TASTING, MEALS & LEFTOVERS:**

The culinary program at KCC is an educational enterprise, not a buffet. To be sure, smelling, touching, and tasting are key components of learning culinary arts. Tastings are often just that: tastes. When sufficient production to meet instructional goals allows for a meal during or after class, enjoy. But know that there is no obligation or expectation that classes include a meal. You should eat something before attending class so you're not hungry when cooking. Leftovers wherever possible should be repurposed for use in other classes or catered events. All other leftovers should be discarded or donated. Students may not take food from the kitchen unless given specific permission by the instructor.

## **CELL PHONES:**

No cell phones in class. This means not only not USING cell phones in class, but also not charging them.

Texting or making calls in the kitchen is not only disrespectful to the instructor and your classmates; it invites contamination from the dirtiest item in the kitchen: your cell phone. On average they carry more bacteria than a public toilet seat (which unlike phones, are easily cleaned). If you make a phone call on a break, treat your phone as the food hazard it is and wash your hands thoroughly after each use.

**DISMISSAL:**

Students will be dismissed by the instructor only after receiving word from the CLT that the kitchen has been properly cleaned. While classes are designed to finish on time, the speed of the class in production and clean-up will determine dismissal time. Changing before you are instructed to do so, or leaving before dismissal counts the same as a lateness for purposes of participation and grading.

**AI STATEMENT:**

While artificial intelligence (AI) can be a useful tool for exploring topics in this course, it should be used as just that, a tool. Though utilization of AI as a study aid is permitted, submitting work generated by AI as your own is plagiarism. The use of artificial intelligence to generate work on your behalf is a form of cheating and is ALWAYS prohibited in this course. No exceptions!

**PHOTOS & VIDEOS:**

If you would like to use your cell phone to take photos or video of the food produced in class, you may do so AFTER cooking is complete, during tasting only, when you are INSTRUCTED that you are permitted to do so. Remember your phone is NOT to be used during lecture or cooking time, as it is a sanitation hazard and a distraction to you and others. After taking photos, you will need to return your phone to storage and wash your hands before kitchen clean-up and breakdown. **If you post on social media, be sure to tag us [@CUNY Chef](#)**

**STATEMENT ON CIVILITY:**

Kingsborough Community College is committed to the highest standards of academic and ethical integrity, acknowledging that respect for self and others is the foundation of educational excellence.

Civility in the classroom and respect for the opinions of others is very important in an academic environment. It is likely you may not agree with everything that is said or discussed in the classroom, yet courteous behavior and responses are expected. Therefore, in this classroom, any acts of harassment and/or discrimination based on matters of race, gender, sexual orientation, religion, and/or ability are not acceptable. Foul language, raised voices, or verbal or physical threats are not acceptable.

Whether we are students, faculty, or staff, we have a right to be in a safe environment, free of disturbance, and civil in all aspects of human relations.

**ACADEMIC INTEGRITY:**

Students are held to the CUNY Policy on Academic Integrity available online:

<https://www2.cuny.edu/about/administration/offices/legal-affairs/policies-procedures/academic-integrity-policy/>

**STUDENT RESOURCES**

This course is committed to creating a learning environment that meets the needs of its diverse student body. Your success in this class is important to me. If there are circumstances that may affect your performance in this class, please let me know as soon as possible so that we can work together to develop strategies to address your needs in meeting the learning outcomes of the course. I understand that life circumstances may often affect your participation in the course. These may be personal, health-related, family-related, disability-related or other concerns. Kingsborough Community College has many resources to assist you with most of these concerns.

**COUNSELING SERVICES:**

<https://www.kbcc.cuny.edu/counselingservices/counselinghealthservices.html>

**HEALTH SERVICES:**

<https://www.kbcc.cuny.edu/healthservices/>

**ACCESS-ABILITY SERVICES**

<https://www.kbcc.cuny.edu/access-ability/homepage.html>

If you have a disability, or think you may have a disability, you may also want to go to Access-Ability Services (AAS) in room D205 to discuss arranging academic accommodations. If you have already been approved for accommodations, please meet with me to review them so that we can strategize the best way for you to utilize them.

**COURSE SCHEDULE**

*\*This schedule may change to accommodate the best learning interests of the class at the discretion of the instructor.*

CLASS	TO BE DISCUSSED AND EXPLORED:	READING ASSIGNMENTS, HOMEWORK, & QUIZZES: (Due by 11:59pm)
1:	Course Intro & Syllabus  Chapter 1	<u>Due:</u> - Read Ch 1 Intro to Catering - Homework 1
2:	Chapter 2 Chapter 3	<u>Due:</u> - Read Ch 2 Starting Your Catering Business - Read Ch 3 Pricing for Profit - Homework 2 - Scale Recipes for Lab 1
3:	Lab 1: Cold Canapes	<u>Due:</u> - Inquiry Proposal Form Draft Due
4:	Chapter 4	<u>Due:</u> - Read Ch 4 Setting Up the Catering Kitchen - Homework 3 - Menu Draft Due
5:	Chapter 5 Chapter 6	<u>Due:</u> - Read Ch 5 Staffing - Read Ch 6 Marketing - Homework 4 - Scale Recipes for Lab 2
6:	Lab 2: Hot Hors d'oeuvres	<u>Due:</u> - Recipes Draft Due

7:	Chapter 7 Chapter 8	<u>Due:</u> - Read Ch 7 Event Planning - Read Ch 8 How Can We Serve You - Homework 5
8:	Chapter 9	<u>Due:</u> - Read Ch 9 Food Preparation and Service - Homework 6 - Recipes Scaled to 100 Guests Draft Due
9:	Chapter 10	<u>Due:</u> - Read Ch 10 Dining Room and Beverage Service - Homework 7 - Purchase Order for All Food for 100 Guests Draft Due
10:	Chapter 11	<u>Due:</u> - Read Ch 11 Sample Menus and Service - Homework 8 - Costing Sheets for All Menu Items for 100 Guests - Scale Recipe for Lab 3
11:	Lab 3: Event menu Prep	<u>Due:</u> - BEO Draft Due - Work on your Course Project
12:	Lab 4: Cocktail Party Event	<u>Due:</u> - Work on your Course Project
Final Exam		<u>Due:</u> - Final Course Project Due