



**PROVINCIAL PLAN OF TRAINING  
FOR THE  
COOK OCCUPATION**

Document Status	Date Distributed	Mandatory Implementation Date	Comments
Original Version	April 2005	September 2005	

**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: \_\_\_\_\_

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*

## **Table of Contents**

---

Preface .....	i
Acknowledgment .....	ii
Evaluation Form .....	iii
Conditions Governing Apprenticeship Training .....	1
Requirements for Red Seal Certification .....	7
Roles and Responsibilities of Stakeholders in the Apprenticeship Process .....	8
Program Outcomes .....	10
Program Structure .....	11
 *Math .....	96

### **REQUIRED RELATED COURSES**

Workplace Communications .....	99
Customer Service .....	101
Quality Assurance/Quality Control .....	103
Introduction to Computers .....	105
Workplace Skills .....	109
Job Search Techniques .....	112
Entrepreneurial Awareness .....	114

## **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

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

<b>4800 Hour Programs</b>	<b>Requirements for Progression</b>	<b>Progress To</b>
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:

<b>Program Duration</b>	<b>Wage Rates</b>		<b>Comments</b>
<b>7200 Hours</b>	1 <sup>st</sup> Year	55%	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.
	2 <sup>nd</sup> Year	65%	
	3 <sup>rd</sup> Year	75%	
	4 <sup>th</sup> Year	90%	
<b>5400 Hours and 4800 Hours</b>	1 <sup>st</sup> Year	55%	
	2 <sup>nd</sup> Year	70%	
	3 <sup>rd</sup> Year	85%	
<b>4000 Hours</b>	(Hairstylist Program) - 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.		

## 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 milk-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	Assembles cakes.
Task 36	Prepares pastries and pies.
Task 37	Prepares frozen desserts.
Task 38	Prepares dessert sauces.
Task 39	Prepares chocolate.

## PROGRAM STRUCTURE

Entry Level Courses (Block 1)					
NL Course No.	Atlantic Course No.	Course Name	Hours	Pre-Requisite	Page No.
TS-1510		Occupational Health and Safety	6		14
TS-1520		WHMIS	6		17
TS-1530		First Aid	14		20
CK-1100	COO-1100	Kitchen Safety	10		21
CK-1105	COO-1105	Hygiene and Sanitation	10		22
CK-1115	COO-1115	Kitchen Tools and Equipment	10	CK-1100; CK-1105	24
CK-1120	COO-1120	Weights and Measures	10	CK-1115	25
CK-1125	COO-1125	Basic Cooking Methods and Principles	10	CK-1120	26
CK-1130	COO-1130	Receiving and Storage	10	CK-1125	28
CK-1135	COO-1135	Vegetables	15	CK-1125; CK-1130	29
CK-1136	COO-1136	Mushrooms	5	CK-1125; CK-1130	31
CK-1138	COO-1138	Fruits and Nuts	5	CK-1125; CK-1130	33
CK-1140	COO-1140	Potatoes	20	CK-1125; CK-1130	36
CK-1145	COO-1145	Rices and Grains	10	CK-1125; CK-1130	39
CK-1150	COO-1150	Pastas and Dumplings	10	CK-1125; CK-1130	40
CK-1155	COO-1155	Stocks and Glazes	20	CK-1125; CK-1130	42
CK-1160	COO-1160	Thickening Agents	10	CK-1125; CK-1130	44
CK-1165	COO-1165	Soups	30	CK-1125; CK-1130	45
CK-1170	COO-1170	Sauces	30	CK-1125; CK-1130	48
CK-1175	COO-1175	Meat (Cutting and Handling)	59	CK-1125; CK-1130	50
CK-1176	COO-1176	Poultry (Cutting and Handling)	20	CK-1125; CK-1130	51
CK-1180	COO-1180	Poultry (Preparation and Cooking)	40	CK-1125; CK-1130; CK-1176	52
CK-1181	COO-1181	Stuffings	10	CK-1125; CK-1130	53
CK-1182	COO-1182	Beef and Pork (Preparation and Cooking)	45	CK-1125; CK-1130; CK-1175	54
CK-1183	COO-1183	Veal and Lamb (Preparation and Cooking)	45	CK-1125; CK-1130; CK-1175	56
CK-1185	COO-1185	Fish and Seafood	60	CK-1125; CK-1130	59

Entry Level Courses (Block 1)					
NL Course No.	Atlantic Course No.	Course Name	Hours	Pre-Requisite	Page No.
CK-1190	COO-1190	Garnishing and Presentation	10	CK-1125; CK-1130	62
CK-1195	COO-1195	Salad and Salad Dressings	35	CK-1125; CK-1130	63
CK-1201	COO-1201	Sandwiches	20	CK-1125; CK-1130	67
CK-1210	COO-1210	Dairy Products	30	CK-1125; CK-1130	70
CK-1225	COO-1225	Breakfast Cookery	30	CK-1125; CK-1130	78
CK-1230	COO-1230	Baking Ingredients and Associated Convenience Products	10	CK-1125; CK-1130; CK-1235	80
CK-1235	COO-1235	Yeast Products	10	CK-1125; CK-1130	81
CK-1240	COO-1240	Dessert Pies Fillings and Toppings	15	CK-1125; CK-1130	82
CK-1245	COO-1245	Quick Breads	10	CK-1125; CK-1130	84
CK-1250	COO-1250	Basic Cakes, Icings and Meringues	10	CK-1125; CK-1130	85
CK-1251	COO-1251	Specialty Icings and Meringues	10	CK-1125; CK-1130; CK-1250	86
CK-1252	COO-1252	Specialty Cakes	20	CK-1125; CK-1130; CK-1250	87
CK-1255	COO-1255	Cookies and Squares	20	CK-1125; CK-1130	88
CK-1260	COO-1260	Pastries	15	CK-1125; CK-1130; CK-1240	89
CK-1270	COO-1270	Desserts	30	CK-1125; CK-1130	90
OT-1190		Work Term	60		-
*MA-1060		Math	60		96
CM-2150		Workplace Communications	45		99
MR-1220		Customer Service	30		101
SP-2330		Quality Assurance/Quality Control	30		103
MC-1050		Introduction to Computers	30		105
SD-1700		Workplace Skills	30		109
SD-1710		Job Search Techniques	15		112
SD-1720		Entrepreneurial Awareness	15		114
<b>Total Hours</b>			<b>1110</b>		

**REQUIRED WORK EXPERIENCE**

<b>Block 2</b>					
<b>NL Course No.</b>	<b>Atlantic Course No.</b>	<b>Course Name</b>	<b>Hours</b>	<b>Pre-Requisite</b>	<b>Page No.</b>
CK-1137	COO-1137	Vegetable Specialty Dishes	30	CK-1135	32
CK-1139	COO-1139	Fruit Specialty Dishes	30	CK-1138	35
CK-1166	COO-1166	Specialty and National Soups	30	CK-1165	47
CK-1171	COO-1171	Specialty and Derivative Sauces	45	CK-1170	49
CK-1186	COO-1186	Fish and Seafood Specialty Dishes	55	CK-1185	61
CK-1196	COO-1196	Specialty Salad and Salad Dressings	35	CK-1195	65
CK-1215	COO-1215	Styles of Service (American and Cafeteria)	5		73
CK-1220	COO-1220	Styles of Service (English and Buffet)	5		74
CK-1221	COO-1221	Styles of Service (French and Russian)	5		75
<b>Total Hours</b>			<b>240</b>		

**REQUIRED WORK EXPERIENCE**

<b>Block 3</b>					
<b>NL Course No.</b>	<b>Atlantic Course No.</b>	<b>Course Name</b>	<b>Hours</b>	<b>Pre-Requisite</b>	<b>Page No.</b>
CK-1141	COO-1141	Potato Specialty Dishes	35	CK-1140	38
CK-1184	COO-1184	Specialty Meat, Game Birds and Venison	45	CK-1175; CK-1176	58
CK-1205	COO-1205	Appetizers	35	CK-1165	68
CK-1211	COO-1211	International and Specialty Cheese	10	CK-1210	72
CK-1222	COO-1222	Terrines, Pates, Galantines and Mousse	40		76
CK-1223	COO-1223	Chaud-Froid	10		77
CK-1280	COO-1280	Menu Planning	45		92
CK-1285	COO-1285	Menu Costing	25		94
<b>Total Hours</b>			<b>240</b>		

\* 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:

- interpret and apply the Workplace Hazardous Materials Information System (WHMIS) Regulation under the Occupational Health & Safety Act.

**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
4. Describe methods of checking for doneness.
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.

**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.

## **CK-1136**

## **MUSHROOMS**

### **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.

## **CK-1138**

## **FRUITS AND NUTS**

### **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.

**CK-1141**

## **POTATO SPECIALTY 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
    - mousseline
  - 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.

## **CK-1182 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 game 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
9. Describe ingredients and quality indicators of salad dressings and derivatives.
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.

## **CK-1205**

## **APPETIZERS**

### **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) lactaze
  - 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

- 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.

**CK-1230**

**BAKING INGREDIENTS  
AND ASSOCIATED CONVENIENCE PRODUCTS**

**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.

**CK-1251**

## **SPECIALTY ICINGS & 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.
14. Describe therapeutic diets.

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

**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:wall paper, 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) posting documents on-line

**Practical:**

1. Create a document using Word Processing.
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.
- iii) Examine the Human Rights Code and explain the role of the Human Rights Commission.
- 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.
4. Review the Entrepreneurial Process.
  - 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.