

ASIGNATURA INTEGRADORA I BIS

1. Competences	Coordinate the food and beverage operation area through the planning, execution and evaluation of the production of gastronomic products, considering procedures, standards and regulations, to contribute to the profitability of the organization and to strengthen gastronomic industry and culture.
2. Four month term	Fourth
3. Theoretical hours	7
4. Practical hours	23
5. Total hours	30
6. Total hours per week	2
7. Learning objective	The student will demonstrate the competence to coordinate food and beverage area operations through the planning, execution and evaluation of the production of gastronomic products, considering procedures, standards and regulations, to contribute to the profitability of the organization and to strengthen gastronomic industry and culture.

Learning units	Hours		
	Theory	Practice	Total
I. Gastronomic event planning	7	8	15
II. Event execution	0	15	15
Total	7	23	30

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LEARNING UNIT

1. Learning unit	I. Gastronomic event planning
2. Theoretical hours	7
3. Practical hours	8
4. Total hours	15
5. Learning unit objective	The student will plan a gastronomic event, to contribute to the objectives of the organization.

Topics	Knowledge	Skills	Values
Introduction to project methodology	Explain the project methodology.	Develop project planning	Punctuality Teamwork Responsibility Neatness Honesty Proactivity Creativity Work under pressure Self-control Commitment Respect Service attitude
Job description and organizational structure		Integrate the general organization chart and job description of the food and beverage service area into the project. Integrate the work squads into the project.	Punctuality Teamwork Responsibility Neatness Honesty Proactivity Creativity Work under pressure Self-control Commitment Respect Service attitude

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Topics	Knowledge	Skills	Values
Administrative and production logistics		Integrate the event's administrative and operational planning into the project.	Punctuality Teamwork Responsibility Neatness Honesty Proactivity Creativity Work under pressure Self-control Commitment Respect Service attitude

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INTEGRADORA I BIS

ASSESSMENT PROCESS

Learning outcome	Learning sequence	Assessment instruments
<p>From the project of a gastronomic event, integrate a portfolio of evidence containing:</p> <p>a) Project planning:</p> <ul style="list-style-type: none"> - Project name - Objectives - Schedule of activities to be carried out for the execution of the event. - Target market. - Event description: Product or service to offer. -Description of human, material and financial resources needed. - Justification of the place where the event will take place. <p>b) Project organization:</p> <ul style="list-style-type: none"> -Organizational chart of the work team. -Description of jobs, functions and number of members. 	<ol style="list-style-type: none"> 1. Understand the project methodology. 2. Analyze objectives of the gastronomic project. 3. Identify the planning elements of a gastronomic event. 4. Understand the structure and organization of administrative and operational personnel. 	<p>Project Rubric</p>

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INTEGRADORA I BIS

TEACHING LEARNING PROCESS

Methods and teaching techniques	Media and teaching materials
Collaborative teams Project-based learning Case analyses	Multimedia equipment Internet Printed materials Catalog of specialized equipment

LEARNING SPACE

Classroom	Laboratory/workshop	Company
X		

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LEARNING UNIT

1. Learning unit	II. Event execution
2. Theoretical hours	0
3. Practical hours	15
4. Total hours	15
5. Learning unit objective	The student will execute and supervise the production of a gastronomic event.

Topics	Knowledge	Skills	Values
Catalog of food and beverage recipes		Integrate a catalog of sixteen food recipes into the project, divided into: <ul style="list-style-type: none"> - Four appetizers. - Four main courses. - Four bread recipes. - Four pastry recipes. - Four confectionary recipes. Integrate four cocktail recipes divided into: <ul style="list-style-type: none"> - Two drinks for appetizers. - Two drinks for main courses. 	Punctuality Teamwork Responsibility Neatness Honesty Proactivity Creativity Work under pressure Self-control Commitment Respect Service attitude
Recipes Standardization		Integrate the standard food and beverage recipe into the project: <ul style="list-style-type: none"> - Ingredients - Procedures according to regulations. - Cooking methods - Cooking temperatures - Costs, portions and yields, in spreadsheet format - Pricing with suppliers - Conservation time - Nutritional contribution 	Punctuality Teamwork Responsibility Neatness Honesty Proactivity Creativity Work under pressure Self-control Commitment Respect Service attitude

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Topics	Knowledge	Skills	Values
Menu test		<p>Prepare the proposed dishes for the project.</p> <p>Present the complements that are required for the dishes made:</p> <ul style="list-style-type: none"> - Dressings - Sauces - Vinaigrettes - Bread - Flavored butters - Cocktails - Wine - Coffee, tea and infusions. <p>Prepare cocktails, coffees, teas, infusions and suggest wines to pair with the dishes of the test menu.</p> <p>Select and validate the dishes and drinks from the test menu.</p>	<p>Punctuality</p> <p>Teamwork</p> <p>Responsibility</p> <p>Neatness</p> <p>Honesty</p> <p>Proactivity</p> <p>Creativity</p> <p>Work under pressure</p> <p>Self-control</p> <p>Commitment</p> <p>Respect</p> <p>Service attitude</p>
Development of the gastronomic event		<p>Present the final dishes.</p> <p>Present food and beverage service.</p>	<p>Neatness</p> <p>Honesty</p> <p>Proactivity</p> <p>Creativity</p> <p>Work under pressure</p> <p>Self-control</p> <p>Commitment</p> <p>Respect</p> <p>Service attitude</p>
Event supervision and control		<p>Integrate the verification mechanisms into the project for compliance with the event planning and operations.</p>	<p>Punctuality</p> <p>Teamwork</p> <p>Responsibility</p> <p>Neatness</p> <p>Honesty</p> <p>Proactivity</p> <p>Creativity</p> <p>Work under pressure</p> <p>Self-control</p> <p>Commitment</p> <p>Respect</p> <p>Service attitude</p>

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ASSESSMENT PROCESS

Learning outcome	Learning sequence	Assessment instruments
<p>From the project selected in unit 1, integrate the portfolio of evidence:</p> <p>Catalog of recipes in standard format divided into four appetizers, four main courses, four bread recipes, four pastry recipes and four confectionary.</p> <p>Data sheets with the justification of the proposed menu pairing:</p> <ul style="list-style-type: none"> -Three cocktails for appetizers. -Three wines for main dishes -A type of coffee, a type of tea and an infusion for desserts. <p>Operational planning</p> <ul style="list-style-type: none"> - Merchandise reception format: organoleptic characteristics, temperatures, expiration dates and packaging - Checklist of supply storage process: merchandise revision, portioning, packaging, labeling, conservation and rotation of merchandise - Checklist for storage temperatures: refrigeration, freezing and dry storage - Checklist of the production process: merchandise revision, portioning, packaging, labeling, preservation, merchandise rotation, cooking and service temperatures - service planning - Performance Indicators - Critical control points - Planning, supervision and control tools used - power point presentation to present the draft in English and Spanish 	<ol style="list-style-type: none"> 1. Analyze the organizational structure and staff required according to the event characteristics. 2. Identify financial requirements. 3. Understand the administrative planning procedure. 4. Understand the operational planning procedures. 	<p>Project Rubric</p>

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TEACHING LEARNING PROCESS

Methods and teaching techniques	Media and teaching materials
Collaborative teams Project-based learning Group discussion	Multimedia equipment Internet Printed materials

LEARNING SPACE

Classroom	Laboratory/workshop	Company
X		

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LEARNING-TEACHING PROCESS

Teaching methods and techniques	Teaching aids and materials
Project-based learning Collaborative teams Demonstrative practice	Printed materials Catalog of specialized equipment

TRAINING FACILITIES

Classroom	Laboratory/workshop	Company
	X	

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INTEGRADORA I BIS

CAPABILITIES DERIVED FROM THE PROFESSIONAL COMPETENCES WHICH CONTRIBUTE TO THE SUBJECT

Capability	Performance criteria
Develop dishes from a standard recipe, supply selection, culinary bases, assembly techniques and applicable regulations, to contribute to customer satisfaction and resource optimization.	<p>Demonstrate and present the preparation and assembly of a three-course menu with the following specifications:</p> <p>a) Preparation</p> <ul style="list-style-type: none"> - hygienic handling of supplies - culinary basis techniques and methods - organization of work in the kitchen: preparation time of the <i>mise en place</i> and delivery time. <p>b) Assembly and presentation</p> <ul style="list-style-type: none"> - cleaning - organoleptic characteristics according to the standard recipe: smell, color, taste, texture and temperature - serving size according to the standard recipe - aesthetics: balance, unity, flow and focus of attention (BUFF) <p>c) Standard recipe:</p> <ul style="list-style-type: none"> - ingredients - procedures attached to regulations - cutting methods - Cooking methods - cooking and service temperatures - photograph of the final presentation - costs, portions and yields - shelf life - nutritional contribution - suggestion of pairing and justification

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Capability	Performance criteria
<p>Develop alcoholic and non-alcoholic beverages from a standard recipe, supply selection, cocktail and assembly techniques, and applicable regulations, to contribute to customer satisfaction and resource optimization.</p>	<p>Demonstrate and present the preparation of a catalog of cocktails with the following specifications:</p> <p>a) Preparation</p> <ul style="list-style-type: none"> - hygienic handling of the ingredients - cocktail techniques and methods. - organization of the bar service: <ul style="list-style-type: none"> <i>Mise en place</i>, preparation time and delivery time. <p>b) Assembly and presentation</p> <ul style="list-style-type: none"> - cleanliness - organoleptic characteristics according to the standard recipe: smell, color, taste, texture and temperature - Amount according to the standard recipe - aesthetics and glassware according to the standard recipe <p>c) Standard recipe:</p> <ul style="list-style-type: none"> - type of drinks - ingredients - procedures according to regulations - cocktail techniques - service temperature - photograph of the final presentation - costs, quantities and yields
<p>Develop bakery products from a standard recipe, supply selection, basic bakery methods and applicable regulations, to complement the food service.</p>	<p>Demonstrate and present the preparation of a selection of breads, with the following specifications:</p> <p>a) Preparation</p> <ul style="list-style-type: none"> - hygienic handling of supplies - basic bakery techniques and methods - organization of work in bakery: preparation time for <i>mise en place</i> and conservation. <p>b) Presentation</p> <ul style="list-style-type: none"> - cleanliness - organoleptic characteristics according to the standard recipe: smell, color, taste, texture and temperature - serving size according to the standard recipe - aesthetics according to the standard recipe <p>c) Standard recipe:</p> <ul style="list-style-type: none"> - ingredients - procedures according to regulations

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	<ul style="list-style-type: none"> - Cooking methods - cooking temperatures - photograph of the final presentation - costs, portions and yields - shelf life - nutritional contribution
Develop pastry and dessert products from a standard recipe, supply selection, basic pastry and dessert methods and applicable regulations, to complement the food service.	<p>Demonstrate and present the preparation of a dessert menu, with the following specifications:</p> <p>a) Preparation</p> <ul style="list-style-type: none"> - hygienic handling of supplies - basic pastry and dessert techniques and methods - organization of work in the dessert: preparation time for <i>mise en place</i> and conservation. <p>b) Presentation</p> <ul style="list-style-type: none"> - cleanliness - organoleptic characteristics according to the standard recipe: smell, color, taste, texture and temperature - serving size according to the standard recipe - aesthetics according to the standard recipe <p>c) Standard recipe:</p> <ul style="list-style-type: none"> - ingredients - procedures according to regulations - preparation methods - photograph of the final presentation - costs, portions and yields - shelf life - nutritional contribution
Plan the operation of a food and beverage preparation area considering the times and movements, supply and demand, available resources, planning techniques and organizational policies, to meet goals and optimize resources.	<p>Prepare a work plan according to the operating characteristics and policies of the organization:</p> <ul style="list-style-type: none"> - menu to prepare - type of service - number of diners - supplies requisitions: raw material, equipment, furniture and utensils - personnel requisitions - Schedule of activities with times and those accountable - Staff roles - Control formats: requisitions and kitchen stocks - standard recipe - Area operating budget - performance indicators

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<p>Supervise the operation of a food and beverage preparation area through monitoring tools and quality standards, to comply with the established planning and contribute to the profitability of the organization.</p>	<p>Integrate a supervision report of the food and beverage operations area that includes:</p> <ul style="list-style-type: none"> - monitoring instruments: observation guide, logbooks, monitoring formats - verification of the operation planning - monitoring results - proposals for correction and improvement
<p>Verify the hygienic handling of food and beverages considering the applicable regulations, audit procedures and the type of establishment, to ensure the safety and security of food and beverages.</p>	<p>Perform a verification and draft a report of the hygienic handling of food and beverages including:</p> <ul style="list-style-type: none"> - verified areas - personnel involved - benchmark standards - check list - processes of the verified areas - evidences: logbooks, temperature control records, inputs and outputs - findings - results - recommendations
<p>Determine the service characteristics by diagnosing the requirements of the client and the operation, to offer service alternatives.</p>	<p>Make a diagnosis for a gastronomic service that includes:</p> <ul style="list-style-type: none"> - Customer requirements: type of event number and type of people, menu, budget, duration of the event, schedule, date and location. - Types of services - Supply requirements: raw material, personnel, utensils and equipment and furniture - At least 3 service alternatives: types of service, menu and budget.
<p>Plan the gastronomic service logistics considering the characteristics of the event, the available resources, programming of activities and the applicable regulations, to meet customer requirements and optimize</p>	<p>Draft the gastronomic service logistics plan, considering the applicable regulations, which include:</p> <ul style="list-style-type: none"> - Event order: type of event, name of the event, number of people, date, times, menu, down payment, assembly characteristics, location and areas involved. - schedule of activities: personnel, activities, roles, times and those accountable. - supply requisitions

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resources.	
Coordinate the gastronomic service operation according to the planning of the determined logistics, tools for supervision and management of resources, to solve contingencies and meet customer requirements.	Supervise a gastronomic service operation and record it in a master control, including: <ul style="list-style-type: none"> - activity in process: achievement and adjustment of roles, functions and times, and control of raw material - executed activity: achievement and adjustment of the programmed activities - observations and impact
Evaluate the gastronomic service by analyzing the operation results and measuring customer satisfaction, to propose strategies for continuous improvement.	Draft an evaluation report of the gastronomic service granted, which includes: <ul style="list-style-type: none"> - Instruments for measuring customer satisfaction - Analysis of the master control and the results of customer satisfaction - proposals for correction and improvement

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REFERENCES

Author	Year	Title	City	Country	Publisher
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