



OFFICE OF PROFESSIONAL AND  
CONTINUING EDUCATION

Office of Professional & Continuing Education  
301 OD Smith Hall | Auburn, AL 36849  
<http://www.auburn.edu/mycaa>

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No refunds can be issued after the start date published in your Financial Award document.

## Education & Training Plan

Student Name: \_\_\_\_\_

Start & End Dates: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

### Professional Cooking & Catering Certificate Program

#### Mentor Supported

#### MyCAA Information

Course Code: AU- PCC2  
Program Duration: 9 Months  
Course Contact Hours: 450  
Student Tuition: \$3,950

This training program combines a two course training track:

- **Professional Cooking (I & II)**
- **Professional Catering**

The Cooking course explores professional techniques and methods for creating hundreds of recipes both traditional and contemporary. From cooking meat, poultry, and game, to preparing purely vegetarian dishes, to baking cakes, pies, and pastries, this Professional Cooking course will take you through the full spectrum of food preparation and presentation while inspiring you to create recipes of your very own. Our comprehensive Professional Catering course will take you through all the steps involved in operating a successful catering business. From planning an event step-by-step, to developing a full menu, to managing your clients and employees, this course offers solutions and considerations for all types of related issues that may arise.

#### The Job Outlook

Employment of institution and cafeteria chefs and cooks will show growth about as fast as the average. Their employment will not keep pace with the rapid growth in the educational and health services industries—where their employment is concentrated. Offices, schools, and



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hospitals increasingly contract out their food services in an effort to make institutional food more attractive to office workers, students, staff, visitors, and patients. Much of the growth of these workers will be in contract food service establishments that provide catering services or food management and staff for employee dining rooms, sports complexes, convention centers, and educational or health care facilities.

### **Certification:**

Upon successful completion of our Professional Catering course, students will be prepared for an entry-level position in the field and to sit for the NCCB national certification exam to become a **Certified Catering Associate (CCA)**.

## **Professional Cooking Part I**

### **Overview**

The food-service industry continues to expand with a wide variety of new restaurants opening every day. Learn the cooking principles you need to begin your career in this exciting industry with our Professional Cooking course. Learn the basics for planning dishes and menus, selecting quality ingredients, and preparing and presenting food in exceptional ways. This course explores professional techniques and methods for creating hundreds of recipes both traditional and contemporary. From cooking meat, poultry, and game, to preparing purely vegetarian dishes, to baking cakes, pies and pastries, this two part Professional Cooking course will take you through the full spectrum of food preparation and presentation while inspiring you to create recipes of your very own.

After completing this course, you should be able to:

- Identify proper food handling, measurements and how to create a balanced diet
- Recognize the principles of cooking and food science
- Recall the steps for preparing stocks, sauces and soups
- List the basics for properly handling vegetables
- Identify the structure of various meats and proper cooking techniques

### **Outline**

#### **Professional Cooking Module 1 The Food Service Industry**

- History of Modern Food Service
- Organization of Modern Kitchens
- Sanitation
- Food Hazards
- Personal Hygiene
- Food Handling and Storage
- Preventing Injuries



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- Cooking Equipment
- Measuring Devices
- Pots, Pans, and Containers

### **Professional Cooking Module 2 Menus, Recipes and Nutrition**

- Menu Forms and Functions
- Building the Menu
- Measurement
- Kitchen Math
- Nutrients
- Balanced Diets and Menus

### **Professional Cooking Module 3 Principles of Cooking and Food Science**

- What is Heat?
- Emulsions
- Heat Management
- Conventional Cooking Methods
- Building Flavor Profiles
- Using Herbs and Spices
- MiseEn Place
- Using the Knife

### **Professional Cooking Module 4 Stocks**

- Ingredients
- Procedures
- Reductions
- Glazes
- Convenience Bases

### **Professional Cooking Module 5 Sauces and Soups**

- Sauce Structure
- Sauce Families
- Sauce Production
- Understanding Soups
- Clear Soups
- Thickened Soups

### **Professional Cooking Module 6 Vegetables**



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- Controlling Changes During Cooking
- General Cooking and Quality Factors
- Handling Fresh Vegetables
- Handling Processed Vegetables
- Boiling and Steaming
- Sautéing and Pan-Frying
- Braising
- Baking
- Broiling and Grilling
- Deep-Frying

### **Professional Cooking Module 7 Potatoes, Legumes, Pasta**

- Understanding Potatoes
- Cooking Potatoes
- Dried Legumes
- Grains
- Pasta
- Noodles
- Dumplings

### **Professional Cooking Module 8 Cooking Methods for Meat, Poultry, Fish**

- Roasting and Baking
- Simmering and Submersion Poaching
- Barbecuing
- Pan-Frying
- Steaming
- Composition and Structure
- Cooking and Handling Meats
- Cooking Meats and Game

### **Materials:**

All materials are included in this course.

### **System Requirements:**

#### **Internet Connection**

- Broadband or High-Speed - DSL, Cable, and Wireless Connections

\*Dial-Up internet connections will result in a diminished online experience. Classroom pages may load slowly and viewing large audio and video files may not be possible.

#### **Hardware Requirements**

- Processor - 2GHz Processor or Higher
- Memory - 1 GB RAM Minimum Recommended



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\*While our courses are accessible through multiple mobile learning platforms, some courses may include a CD or DVD with the Textbook, so you may need access to a computer with CD-ROM or DVD Drive.

### **PC Software Requirements**

- Operating Systems - Windows 7 or higher
- Microsoft Office 2007 or higher. Also, you could use a general Word Processing application to save and open Microsoft Office formats (.doc, .docx, .xls, .xlsx, .ppt, .pptx)
- Internet Browsers - Google Chrome is highly recommended
  - Cookies MUST be enabled
  - Pop-ups MUST be allowed (Pop-up Blocker disabled)
- Kindle Reader App is needed for many of our courses (No special equipment needed. This can be downloaded for FREE onto your computer.)
- PowerPoint Viewer (if you do not have PowerPoint)
- Adobe PDF Reader
- QuickTime, Windows Media Player &/or Real Player

### **MAC Software Requirements**

- Operating Systems - Mac OS x 10 or higher with Windows
- Mac office programs or a Word Processing application to save and open Microsoft Office formats (.doc, .docx, .xls, .xlsx, .ppt, .pptx)
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- Courses that include a CD-ROM or DVD may require an external drive and Parallels software to view.

**\*\*Outlines are subject to change, as courses and materials are updated.\*\***

## **Professional Cooking Part II**

### **Overview**

The food-service industry continues to expand with a wide variety of new restaurants opening every day. Learn the cooking principles you need to begin your career in this exciting industry with our Professional Cooking Part I course. Learn the basics for planning dishes and menus, selecting quality ingredients, and preparing and presenting food in exceptional ways. This course explores professional techniques and methods for creating hundreds of recipes both traditional and contemporary. From cooking meat, poultry, and game, to preparing purely vegetarian dishes, Part I will take you through the full spectrum of food preparation and presentation while inspiring you to create recipes of your very own.

After completing this course, you should be able to:

- Identify the various ways to prepare and cook fish and poultry
- Recognize the basic ways to create salads, sandwiches and breakfast foods



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- Recall the steps for cooking vegetarian meals and buffet presentation
- List common baking principles and formulas for preparing breads and cakes
- Identify the characteristics of cookies, pies and puddings

## **Outline**

### **Professional Cooking Module 1 Poultry and Game Birds**

- Composition and Structure
- Inspection and Grading
- Classification and Market Forms
- Handling
- Storage
- Doneness
- Trussing Methods
- Cutting Up Chicken
- Roasting and Baking
- Broiling and Grilling
- Dressings and Stuffings

### **Professional Cooking Module 2 Fish and Seafood**

- Cutting Fish
- Varieties of Fish
- Shellfish
- Mollusks
- Cephalopods
- Crustaceans
- Miscellaneous Seafood
- Cooking Approaches
- Steaming
- Seafood Served Raw

### **Professional Cooking Module 3 Dressings, Salads and Sandwiches**

- Oil and Vinegar Dressings
- Emulsified Dressings
- Other Types of Dressings
- Ingredients in Salads
- Arrangement and Presentation
- Recipes and Techniques
- Breads
- Spreads
- Fillings



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- Types of Sandwiches
- Making Sandwiches

#### **Professional Cooking Module 4 Hors d'Oeuvres and Breakfast**

- Serving Hors d'Oeuvres
- Canapes
- Cocktails
- Relishes
- Dips
- Cooking Eggs
- Pancakes
- Waffles
- French Toast
- Cereals
- Breakfast Meats

#### **Professional Cooking Module 5 Dairy and Cooking for Vegetarian Diets**

- Milk
- Cream
- Butter
- Cheese
- Coffee
- Tea
- Understanding Vegetarian Diets
- Menus for Vegetarian Diets

#### **Professional Cooking Module 6 Sausages, Cold Foods and Presentation**

- Curing
- Smoking
- Pates
- Terrines
- Aspic
- Special Forcemeat Dishes
- Hot Food Presentation
- Cold Food Presentation
- Buffet Arrangement
- Buffet Appearance

#### **Professional Cooking Module 7 Baking Principles**



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- Formulas and Measurement
- Mixing
- Gluten Development
- The Baking Process
- Staling
- Yeast Product Types
- Steps in Yeast Dough Production
- Dough Formulas and Techniques
- Rolled-In Doughs
- Makeup Techniques

### **Professional Cooking Module 8 Breads and Cakes**

- Quick Breads
- Mixing and Production Methods
- Formulas
- Understanding Cake Making
- Cake Formula Types
- Baking
- Cooling
- Common Cake Faults
- Altitude Adjustments
- Scaling

### **Professional Cooking Module 9 Cookies, Pies and Puddings**

- Cooking Characteristics
- Types and Makeup Methods
- Panning
- Assembly
- Fillings
- Puff Pastry
- Éclair Paste
- Meringues
- Fruit Desserts
- Custards
- Frozen Desserts

### **Materials:**

All materials are included in this course.

### **System Requirements:**

#### **Internet Connection**

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## **Professional Catering**

180 Hours

### **Overview**

Our comprehensive Professional Catering course will take you through all the steps involved in operating a successful catering business. From planning an event step-by-step, to developing a full menu, to managing your clients and employees, this course offers solutions and considerations for all types of related issues that may arise. Learn the skills and techniques you need to build and grow a successful catering business today!



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After completing this course, you should be able to:

- Comprehend different types of catering and their components
- Identify methods for building a client base and engaging customers
- Identify the steps involved in the catering operation
- Identify methods for controlling risk and guiding employee behavior
- Identify conflict resolution strategies and basic human resource management principles

## **Outline**

### **Professional Catering Module 1 Introduction to Catering**

- Types of Catering
- Catering Management
- Catering Segments
- On/Off-Premise Catering
- The Caterer and the Client
- Taking an Event
- Safeguards
- Corporate Catering
- Cost and Profit Relationship
- The Catering Market
- Mission Statement
- Growing the Business

### **Professional Catering Module 2 Getting Started**

- Choosing Your Client
- Creating a Customer Base
- Needs, Wants, Demands
- Prospecting Strategies
- Social Media Marketing
- Types of Social Media
- Engaging Customers
- Standard Catering Website
- The Seven Functions of Catering
- Planning
- Operations
- Implementing

### **Professional Catering Module 3 The Catering Operation**

- Planning
- The Menu
- Barriers to Planning



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- Successful Business Plan
- Operational Tasks
- Recipes
- Convenience Foods
- Branded Menu Items
- Organizing the Event
- Catering Management Tasks
- Purchasing
- Ordering and Receiving

#### **Professional Catering Module 4 Catering Equipment**

- Equipment and Design Considerations
- Utilities
- Workstations
- Procuring Catering Equipment
- Professional Equipment Supplier
- Consultants and Architects
- Rental Services
- Implementing
- Employee-Supportive Culture
- Service Styles
- Uniforms
- Room Arrangement

#### **Professional Catering Module 5 Control & Legalities**

- Controlling
- Standard Operating Procedures
- Guiding Employee Behavior
- Cash Flow
- Risk Management
- Insurance
- Legal Issues
- Safety Committees
- Beverage Management
- Forming the Beverage Plan
- Site Inspection
- Beverage Packages

#### **Professional Catering Module 6 Management**

- Conflict Resolution
- Dimensions of Conflict
- Principled Negotiation



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- People Skills
- Sustainable Catering
- Sustainable Business Practices
- Sustainable Green Zones
- Human Resources Management
- Federal Employment Laws
- Recruiting
- Gathering Information and Interviewing
- Collective Bargaining

### **Required Materials:**

- *Professional Cooking* by Wayne Gisslen
- *Professional Catering* by Stephen B. Shiring

### **System Requirements:**

#### **Internet Access**

- Broadband or high-speed internet access is strongly recommended. Broadband includes DSL, cable, and wireless connections.
- Dial-Up internet connections will result in a diminished online experience. Moodle pages may load slowly and viewing large audio and video files may not be possible.

#### **Hardware**

- Virtually all Windows-Mac hardware configurations and processors are acceptable.
- 1 GB RAM recommended
- Software
- Operating Systems
  - Windows XP or Vista and Mac OS X 10 and higher
- Web Browsers
  - Mozilla Firefox 2 and 3 (previous versions will work also)
  - Internet Explorer 6, 7 and 8
  - Safari is not currently recommended as it cannot display certain Moodle editing menus for both students and instructors
- Media Plug-ins (These may be required depending on your course media-click on the links below to download the latest versions)
- Adobe Flash Player
- Adobe Acrobat Reader
- Apple Quicktime
- Windows Media Player
- Real Player
- PowerPoint Viewer (use this if you don't have PowerPoint)