



Cook – Online/In-class (Hybrid) Level Training A Guide to Course Content

Cooks prepare, season and cook soups, meats, fish, poultry, vegetables and desserts. They make sauces, gravies and salads. They perform some meat cutting, and prepare basic baked goods

Training Requirements: To graduate from each level of the apprenticeship program, an apprentice must successfully complete the required technical training and compile enough on-the-job experience to total at least 1800 hours each year. Total trade time required is 5400 hours and at least 3 years in the trade.

The Saskatchewan Apprenticeship and Trade Certification Commission (SATCC), in cooperation with Saskatchewan Polytechnic, is currently delivering online/in-class (hybrid) programs for Cook apprenticeship technical training. There are three levels of this hybrid technical training which will be delivered by Saskatchewan Polytechnic. Apprentices are required to complete from 20 to 28 lessons online and 100 hours of practical application/classroom training per level of training.

Apprentice's interested in hybrid training must be able to commit to spending five (5) weekends away from home for their in-class portion of technical training. The practical portion of technical training totals approximately 20 hours per weekend. Generally, weekend practical technical training is scheduled every three weeks.

Level One:	20 weeks: 28 online lessons and 100 hours in-class training
Level Two:	20 weeks: 20 online lessons and 100 hours in-class training
Level Three:	20 weeks: 21 online lessons and 100 hours in-class training

The information contained in this pamphlet serves as a guide for employers and apprentices. The pamphlet briefly summarizes the online and practical training delivered at each level of apprenticeship hybrid training.

This is a theory and practical based program. Additional study is recommended in areas where individuals have minimal on-the-job experience.

The content of the technical training components is subject to change without notice.

Important Notes:

Participants will have five (5) months to complete each level of training.

Two lessons are released every week.

Computers used by participants for this program must meet certain minimum technical requirements. This information is provided at the end of this document, after the Course Content Information.

Course Content

Cook Hybrid Level One Theory

Occupational Skills

- Lesson 1
 - kitchen sanitation procedures
 - kitchen safety
 - WHMIS in the professional kitchen
- Lesson 2
 - procedures for using knives, other hand tools, and small equipment
 - procedures for operating kitchen equipment
 - safe and efficient use of cooking utensils, containers, measuring devices

Dairy and Eggs

- Lesson 3
 - composition, market forms and grades of eggs
 - principles and procedures for cooking and serving eggs
- Lesson 4
 - preparation of breakfast potatoes.
- Lesson 5
 - preparing breakfast quick breads, cereals, and meats
 - convenience products used as a substitution for breakfast foods

Baked Goods and Desserts

- Lesson 6
 - basic principles of baking
- Lesson 7
 - functions and characteristics of commonly used baking ingredients
- Lesson 8
 - classification/procedures in the preparation of yeast products
- Lesson 9
 - classification/procedures in the preparation of quick breads
- Lesson 10
 - classification/procedures in the preparation of cookies and pies
- Lesson 11
 - convenience products and their functions in bakery production

Garde Manger

- Lesson 12
 - classification of salads, salad dressings and sandwiches
 - common salad ingredients and procedures used for evaluating and preparing salad ingredients
- Lesson 13
 - common ingredients used in salad dressings and sandwiches
- Lesson 14
 - guidelines and principles for serving salads and sandwiches
 - convenience products that can be substituted in salads, salad dressings and sandwiches

Vegetables and Fruits

- Lesson 15
 - identification of vegetables in the onion, cabbage and roots and tubers families
 - identify fresh fruit in the citrus, pomes and grape families
 - explain the principles and standards of fruit and vegetable cooking
- Lesson 16
 - procedures for cooking fruit and vegetables
 - procedures for handling vegetable and fruit convenience products

Starches and Legumes

- Lesson 17
 - classifications and characteristics for potatoes, rice and commercial dried pasta
 - quality standards and storage procedures for potatoes, rice and commercial dried pasta
- Lesson 18
 - procedures for handling, cooking and serving potatoes, rice and commercial dried pasta
 - convenience products that can be substituted for potatoes

Stocks, Soups and Sauces

- Lesson 19
 - basic categories, ingredients and procedures for preparing stocks, soups and sauces
 - procedures used when preparing various thickening agents
- Lesson 20
 - functions and standards of stocks, soups and sauces
 - procedure for holding, serving, cooling and storing basic stocks, soups and sauces
 - identification of convenience products

Game, Meats and Poultry

- Lesson 21
 - composition and structure of meat and how they relate to meat selection and cooking methods
 - the federal meat inspection and grading system in selecting and purchasing meats
 - effect of meat aging and the two primary aging methods
- Lesson 22
 - primal cuts of beef and pork, and the major fabricated cuts obtained from each
- Lesson 23
 - classifications and market forms of poultry
 - appropriate cooking methods for various cuts of meat

Fish and Shellfish

- Lesson 24
 - common varieties of saltwater and freshwater fin fish
 - basic market forms of fish
 - effects of cooking on the composition and structure of fish
 - characteristics of fresh fish
 - appropriate cooking methods for various forms of fish
 - procedures for storing and handling fish and fish products

Culinary Mathematics

- Lesson 25
 - calculations using whole numbers, fractions and percentages
 - solving equations
 - calculations using weights and measures, and metric and U.S. measures
- Lesson 26
 - calculations using weights and measures, and metric and U.S. measures

Level One (1) Practical Face-To-Face Weekend Sessions (Saturday and Sunday)

Weekends

- Cover the Following:
 - reviews learning outcomes of lessons of the past month
 - instruction in areas of current lessons which require face-to-face reinforcement
 - formal practical assessment of lessons covered in the past month
 - formal written examination of lessons covered in the past month

Cook Hybrid Level Two (2) Theory

Occupational Skills

- Lesson 1
 - maintenance procedures for kitchen tools and equipment
 - procurement procedures
 - inventory control procedures
- Lesson 2
 - fundamental principles of nutrition
 - principles of menu planning

Dairy and Eggs

- Lesson 3
 - coffee and tea varieties and market forms, and preparation
 - cooking and serving egg dishes
- Lesson 4
 - categories of milk, cream and butter products
 - principles of cooking with dairy products
 - convenience products substituted for dairy

Garde Manger

- Lesson 5-
 - salad bar planning
 - cold food presentation and buffet service
 - guidelines for buffet arrangement/appearance
- Lesson 6
 - varieties, function, preparation and service of hot and cold hors d'oeuvres

Starches and Legumes

- Lesson 7
 - classifications, characteristics, quality standards and procedures used for rice, fresh pasta and other
 - grains
 - procedures for cooking, serving and storing rice, fresh pasta, and other grains
 - storage and handling of rice, fresh pasta and other grains
- Lesson 8
 - characteristics of fresh egg pasta
 - use of convenience products used in substitution of starches and legumes

Vegetables and Fruit

- Lesson 9
 - identification of fresh vegetables in the leafy greens, tender fruited vegetables, and seeds and pods families
 - identify fresh fruit in the berry, melon and stone fruits families
 - principles and standards of fruit and vegetable cooking
 - procedures for cooking fruits and vegetables
 - vegetable and fruit convenience products

Stocks, Soups and Sauces

- Lesson 10
 - categories, ingredients and procedures for preparing sauces
 - functions and standards of sauces
 - finishing techniques for sauces
 - holding, serving, cooling, storing of sauces
 - convenience products used to substitute for sauces
- Lesson 11
 - categories, ingredients and procedures for preparing sauces
 - functions and standards of sauces
 - finishing techniques for sauces
 - holding, serving, cooling, storing of sauces
 - convenience products used to substitute for sauces
- Lesson 12
 - categories, ingredients and procedures for preparing soups
 - functions and standards of soups
 - finishing techniques for soups
 - holding, serving, cooling, storing of soups
 - convenience products used to substitute for soups
- Lesson 13
 - categories, ingredients and procedures for preparing soups
 - functions and standards of soups
 - finishing techniques for soups
 - holding, serving, cooling, storing of soups
 - convenience products used to substitute for soups

Game, Meats and Poultry

- Lesson 14
 - classifications and characteristics of domestic poultry products: turkey, duck and goose
 - market forms of turkey, duck and goose
 - appropriate cooking methods for turkey , duck or goose
- Lesson 15
 - grades and market forms of veal
 - select appropriate cooking methods for veal
- Lesson 16
 - grades and market forms of lamb
 - appropriate cooking methods for lamb
 - procedures for storing meats and poultry

Fish and Seafood

- Lesson 17
 - categories, characteristics and market forms of mollusks
 - freshness and storing of mollusks
 - processing of mollusks
 - cooking and serving mollusks from each category

Baked Goods and Desserts

- Lesson 18
 - classifications of rolled-in-dough products and yeast products
 - production methods used
 - baking, serving and storing baked goods and desserts
 - use of convenience products associated with baked goods and desserts
- Lesson 19
 - classifications of cakes and icings
 - production methods used
 - use of convenience products associated with baked goods and desserts
- Lesson 20
 - classifications of custards and pastries
 - production methods used
 - use of convenience products associated with baked goods and desserts

***Cook Hybrid Level Two (2) Examination**

Level Two Practical Face-To-Face Weekend Sessions (Saturday and Sunday)

Weekends

- Cover the Following:
 - reviews learning outcomes of lessons of the past month
 - instruction in areas of current lessons which require face-to-face reinforcement
 - formal practical assessment of lessons covered in the past month
 - formal written examination of lessons covered in the past month

Cook Hybrid Level Three (3) Theory **under development, tentatively scheduled for 2018-2019*

Occupational Skills

- Lesson 1
 - fundamental principles of nutrition including allergy types and menu adaptation
 - menu styles, balance and types of service; menu terminology
- Lesson 2
 - cost factors, cost projections and cost controls
 - inventory control procedures

Dairy and Eggs

- Lesson 3
 - identification of market forms of cheese products
 - application of the principles of cooking with cheese products
 - serving cheeses
 - use of convenience products associated with cheese

Garde Manger

- Lesson 4
 - handling and service of cured and smoked meats including pâtés and terrines
 - ingredients and methods for curing and smoking meat
- Lesson 5
 - ingredients and methods for making sausages
- Lesson 6
 - types, ingredients, preparation methods and uses of aspics and chaud-froid
 - types, ingredients, ratios, preparation methods and uses of cooked and raw forcemeats
 - ingredients and preparation of foie gras, liver terrines, and rillettes

Starches and Legumes

- Lesson 7
 - characteristics of fresh pasta
 - quality standards and storage procedures for pasta and other starch products
 - handling, cooking and serving fresh pasta
 - convenience products used in substitution for fresh pasta and other starches
- Lesson 8
 - characteristics of other starch products such as dumplings, spaetzle, gnocchi, won tons and perogies
 - handling, cooking and serving other starches
 - convenience products used in substitution for fresh pasta and other starches

Vegetables and Fruit

- Lesson 9
 - identification of fresh vegetables in the mushrooms, stalks, stems and shoots and gourd
 - classifications
 - principles, standards and procedures of fruit and vegetable cooking
 - identification of fresh fruit in the tropical and exotic classifications
 - procedures for handling vegetable and fruit convenience products

Stocks, Soups and Sauces

- Lesson 10
 - categories, ingredients and procedures for preparing specialty sauces
 - functions and standards of specialty sauces
 - finishing techniques used with specialty sauces
 - procedures for holding, serving, and storing sauces
 - identifying convenience products used to substitute for sauces
- Lesson 11
 - categories, ingredients and procedures for preparing specialty soups
 - functions and standards of specialty soups
 - finishing techniques used with specialty soups
 - procedures for holding, serving, and storing soups
 - identifying convenience products used to substitute for soups

Game, Meats and Poultry

- Lesson 12
 - identify varieties, characteristics of game and specialty poultry
 - identify market forms of game and specialty poultry
 - select appropriate cooking methods for game and specialty poultry
- Lesson 13
 - identify varieties, characteristics of variety meats
 - identify market forms of variety meats
 - select appropriate cooking methods for variety meats

Fish and Seafood

- Lesson 14
 - identify the classifications, characteristics and market forms of crustaceans
 - apply guidelines for checking freshness of crustaceans
 - procedures for handling and storing crustaceans
 - procedures for cooking and serving crustaceans
- Lesson 15
 - identify the classifications, characteristics and market forms of miscellaneous seafood
 - apply guidelines for checking freshness of miscellaneous seafood
 - procedures for handling and storing miscellaneous seafood
 - procedures for cooking and serving miscellaneous seafood

Baked Goods and Desserts

- Lesson 16
 - classifications and ingredients of chocolate desserts
 - apply the principles associated with ingredients used in the preparation of chocolate desserts
 - apply quality standards to finished products
 - planning, presenting and storing of finished desserts
 - use of convenience products associated with these desserts

Baked Goods and Desserts

- Lesson 17
 - classifications and ingredients of frozen desserts
 - apply the principles associated with ingredients used in the preparation of frozen desserts
 - apply quality standards to finished products
 - planning, presenting and storing of finished desserts
 - use of convenience products associated with these desserts
- Lesson 18
 - classifications and ingredients of dessert sauces and toppings
 - apply the principles associated with ingredients used in the preparation of dessert sauces and toppings
 - apply quality standards to finished products
 - planning, presenting and storing of finished desserts
 - use of convenience products associated with these desserts
- Lesson 19
 - classifications and ingredients of creams
 - apply the principles associated with ingredients used in the preparation of creams
 - apply quality standards to finished products
 - planning, presenting and storing of finished desserts
 - use of convenience products associated with these desserts
- Lesson 20
 - classifications and ingredients of confections
 - apply the principles associated with ingredients used in the preparation of confections
 - apply quality standards to finished products
 - planning, presenting and storing of finished desserts
 - use of convenience products associated with these desserts
- Lesson 21
 - classifications and ingredients of specialty tortes
 - apply the principles associated with ingredients used in the preparation of specialty tortes
 - apply quality standards to finished products
 - planning, presenting and storing of finished desserts

*Cook Hybrid Level Three (3) Examination

Level Three Practical Face-To-Face Weekend Sessions (Saturday and Sunday)

Weekends

- Cover the Following:
 - reviews learning outcomes of lessons of the past month
 - instruction in areas of current lessons which require face-to-face reinforcement
 - formal practical assessment of lessons covered in the past month
 - formal written examination of lessons covered in the past month

Technical Information: Computer Requirements

Computers used by participants for this upgrading program must meet certain *minimum technical requirements*.

Computer hardware and software requirements include a relatively new computer with an Internet connection and the following software and settings:

- A supported Internet browser (essentially a recent version of Internet Explorer or Firefox - see note below)
- Cookies enabled
- Javascript enabled
- Pop-up blocker disabled or configured to allow pop-ups for this site
- Java installed
- Adobe Acrobat Reader installed - available from the Adobe website
- Adobe Flash Player also available from the Adobe website

The Online Learning System

The Brightspace learning system (formerly known as Desire2Learn) is software that allows Saskatchewan Polytechnic to create and host courses on the Internet. Courses created with this software can serve as entire online courses or as a supplement to traditional classroom courses. The Brightspace learning system has a Browser Tune-Up Page that will help you determine if your browser is supported and provides instructions on how to configure it. When registered and logged into the online course, you are able to access information on the *Help Page* listed in the menu at the top of the browser if you are having problems accessing the course or some components of it.

See <https://community.desire2learn.com/d2l/systemCheck> for the required browser settings and required plug-ins, which is the most important thing to have installed properly. This check can be performed prior to being enrolled.

It is important to ensure that your browser runs appropriately and at an acceptable speed.

1. The **recommended** system configuration is Microsoft Windows XP on a computer with a Pentium processor or better and 128 megabytes (MB) of RAM. Your visual display should be capable of 1024x768. A high-speed Internet connection is also recommended if available in your area.
2. The **minimum** system configuration options (based on your choice of operating system) are provided below. Please take particular note of the **browser** and **browser check** requirements.

Saskatchewan Polytechnic Online Learning Computer Requirements		
	PC	MAC
Operating Systems	Windows XP Windows ME & 95 is not recommended	OS X or later
Processor	Pentium	G4
RAM	256 MB (minimum) (512 MB recommended)	256 MB (minimum) (512 MB recommended)
Disk Space	1G MB (minimum)	1G (minimum)
Resolution	1024 x 768	1024 x 768
Audio	Sound card and speakers	Speakers
Modem	56.6 Kbps (minimum), high-speed recommended	56.6 Kbps (minimum), high-speed recommended
Printer	Recommended	Recommended
Browser Check	Visit: https://community.desire2learn.com/d2l/systemCheck and follow the instructions to ensure your browser will work with the Brightspace learning system. You may need to download and install a different browser or upgrade your existing browser if you have system issues.	

Saskatchewan Apprenticeship and Trade Certification District Offices:

Regina:	2140 Hamilton Street	Telephone: 787-2444
Saskatoon:	603 - 45th Street West	Telephone: 933-8476
Moose Jaw:	110 Ominica Street West	Telephone: 694-3735
North Battleford:	1146 - 102nd Street	Telephone: 446-7409
Prince Albert:	141 - 15th Street East	Telephone: 953-2632
Swift Current:	350 Cheadle Street West	Telephone: 778-8945
Yorkton:	Rm 302, 120 Smith Street East	Telephone: 786-1394
La Ronge:	1328 La Ronge Avenue	Telephone: 425-4385
Estevan:	1302A - 3rd Street	Telephone: 637-4930

www.saskapprenticeship.ca

