

DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE –Winter 2026

HP 2320 (A3): Culinary Arts – 3 (2-0-2) 60 Hours for 15 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

INSTRUCTOR:	Sarah Bateman	PHONE:	N/A
OFFICE:	N/A	E-MAIL:	sbateman@nwpolytech.ca
OFFICE HOURS:	By Appointment		

CALENDAR DESCRIPTION: Students will learn culinary and kitchen practices while gaining a more thorough understanding of restaurant and hotel food operations. Culinary topics of study include food safety, stocks and soups, sauces, main dishes, appetizers, sides, and desserts. Students will study menu planning and costing; perform culinary research; and plan, cost, and prepare a final project. Overall, the focus will be on excellent culinary standards and operations. Students must have completed Food Safe, Basic First Aid, and WHMIS certifications prior to working in the kitchen.

PREREQUISITE(S): HP 2210, HP 2310

REQUIRED MATERIALS: Course materials include worksheets, recipes, notes, and presentations (all provided)

Apron, hairnet (we provide), closed toe shoes. (we will discuss this the first day)

DELIVERY MODE(S): In-person instruction; class time involves lectures, hands on work, demonstrations, field study, guest speakers, presentations, group work, exams, assignments, and individual reflection. As there is practical experience in this class, it



will necessitate flexibility and class times may be adjusted to accommodate this.
The lab component may be off site.

LEARNING OUTCOMES:

- maintain a safe kitchen work environment by applying food safety principles according to industry standards.
- demonstrate knowledge of the food service industry by using related terminology and descriptors of food products.
- demonstrate an understanding of culinary fundamentals and commercial food operations.
- calculate food and labor costs of a kitchen.
- demonstrate an understanding of menu planning and pricing.
- prepare and present completed food dishes in an appetizing and aesthetic manner.

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check the transferability of this course at the Alberta Transfer Guide main page <http://www.transferralberta.alberta.ca>.

**** For courses with alpha (letter) grading, a grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability.**

EVALUATIONS:

Practical Skills	25%
(to be evaluated in each lab)	
Assignments/quizzes	15%
Presentation	15%
Midterm	20%
Final Project	25%

Please note that most institutions will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	95-100		C+	2.3	67-69
A	4.0	85-94		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

COURSE SCHEDULE/TENTATIVE TIMELINE:

<i>Week</i>	<i>Topics</i>	<i>Assignment or Activity</i>
1 Jan 6	Course Overview and introductions - Kitchen Orientation; tour, tools & equipment - Kitchen Expectations - Plating Basics	Assignment 1- short introductory paper (Due Jan 27) No cooking this week
2 Jan 13	Soups, Stocks & Sauces	Lab Assignment #1 Cooking Week
3 Jan 20	Inventory, Ordering & Kitchen Operations	In-Class Assignment
4 Jan 27	Garde Manger (Cold Food)	Lab Assignment #2 Cooking Week
5 Feb 3	- Culinary Math - food costing; weights & measures; recipe costing/portions	Take home assignment – Culinary Math
6 Feb 10	Side Dishes Pasta Making	Lab Assignment #3 Cooking Week

7 Feb 17	- WINTER BREAK - No classes	
8 Feb 24	Meat Preparation & Midterm Review	Lab assignment #4 Cooking Week
9 March 3	Midterm & Final Assignment Discussion	In Class Midterm
10 March 10	Dietary Restrictions & Allergies	Assignment – In Class
11 March 17	No Class March 17- Business Conference	No Class
12 March 24	Desserts	Lab Assignment #6 Cooking Week
13 March 31	Global Cuisines	Assignment – In Class
14 April 7	Last Class – Food Challenge	Lab Assignment #7 Last Class & Last cooking week
15 TBA	Final Project Due Due Date will be the Final Exam Date	Final Project

The schedule may change at the discretion of the instructor.

Important Dates:

January 15 – Last Day to Withdraw with full refund.

March 31 – Last Day to Withdraw

April 11 – Last Day of Classes

April 14-23 – Final Exam Period

STUDENT RESPONSIBILITIES:

Students must wear black pants, nonslip shoes, hair nets (hair tied back if long), have clean and short trimmed nails, and no dangling jewellery shall be worn in the kitchen.

Registered students are expected to abide by the rules and regulations of NWP. It is the student's responsibility to be fully acquainted with and adhere to NWP's policies, procedures or rules; please see <https://www.nwpolytech.ca/about/administration/policies/>

<https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=69>

STATEMENT ON ACADEMIC MISCONDUCT:

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

**Note: all Academic and Administrative policies are available on the same page.

Additional Information:

March 17, 2025 – Student Business conference we will have no class.