

PROFESSIONAL CULINARY ARTS & HOSPITALITY

MASTER PLAN OF INSTRUCTION 2026 - 2027

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MISSION

The mission of Fort Myers Technical College is to provide high quality career and technical training, in order to prepare students for current and emerging industries, delivered by a professional and caring staff in a positive learning environment.

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The purpose of the program is to prepare students for employment in the Professional Culinary Arts & Hospitality field. The objectives of the program are to provide the basic skills and understanding, which will prepare the student for an entry-level employment in the food service industry. Graduates may secure employment in restaurants, institutions, bakeries and in other areas of the food service industry.

PROGRAM MISSION

To provide a quality education in the Professional Culinary Arts & Hospitality field and to prepare students for successful employment in the food service industry.

PROGRAM STANDARDS

After successfully completing this program, the student will be able to perform the following:

- Identify career and employment opportunities.
- Exhibit the ability to follow state-mandated guidelines for food service.
- Demonstrate and incorporate workplace safety procedures.
- Demonstrate personal productivity.
- Utilize operational systems.
- Use and care for commercial tools and equipment.
- Describe the basic principles of food science.
- Demonstrate proficiency in culinary math.
- Describe the basic principles of nutrition.
- Identify and explain front-of-the-house and back-of-the-house duties.
- Prepare and present food and beverage items to meet creativity aspects as well as quality standards.
- Exhibit and utilize safe, secure, and sanitary work procedures.
- Apply principles of food science in cooking and baking techniques.
- Apply principles of nutrition in menu planning, cooking, and baking.
- Perform front-of-the-house duties.
- Perform back-of-the-house and inventory duties.
- Research college and career advancement opportunities in professional cooking and baking.
- Follow food identification, selection, purchasing, receiving, storing, and inventory guidelines.
- Practice advanced cooking and baking techniques.
- Apply scientific principles in cooking and baking.
- Demonstrate fruit and vegetable preparation skills.
- Demonstrate stock, soup, and sauce preparation skills.
- Demonstrate Garde manager and buffet food preparation skills.
- Demonstrate dairy, egg, and starch by-product preparation skills.
- Demonstrate meat, poultry, fish, and seafood preparation skills.
- Demonstrate bakery goods and dessert presentation skills.
- Demonstrate management skills.
- Comply with laws and regulations specific to the food service and hospitality industry.
- Develop a business plan.
- Create and prepare menus for various nutritional needs.
- Utilize cost-control techniques to maximize profitability.
- Interpret and incorporate guidelines and policies for food service establishments.
- Compare and analyze the relationship of nutrition to wellness,
- Develop and prepare menus for customers on special diets.
- Compare and analyze menus of food establishments.
- Apply relevant technology to workplace scenarios to aid productivity.
- Interpret and express interpersonal communication.
- Interact with others to accomplish workplace goals.
- Manage personal behavior to maximize productivity and professional growth.
- Find, assess and apply to job opportunities.

- Communicate personal competence, character and fit for a job opportunity.
- Cultivate and leverage relationships to professionally advance.

ESSENTIAL TRAINING TASKS

Physical Requirements

Ability to:

- Lift 50 pounds from floor level to chest high level for putting up stock and pulling it for use.
- Stand on one's feet for at least four (4) hours at a time while working.
- Work in all different kinds of temperature settings from 90° (on the hot line) to 0° F (in the walk- in freezer) putting up and pulling stock for use.
- Use hand/eye dexterity for the use of small hand tools for slicing, peeling, chopping, mixing, measuring, and cleaning.
- Stoop.
- Crouch and/or bend.
- Communicate.

Cognitive Requirements

Ability to:

- Collaborate with others.
- Make decisions.
- Cope with anger/hostility of others in a calm manner.
- Cope with moderate to high levels of stress.
- Cope with confrontations.
- Cope with frustration.
- Assist with problem resolutions.
- Demonstrate a high degree of patience.
- Work in areas that are close and crowded.
- Plan and organize daily activities.
- Apply common sense understanding to carry out instructions furnished in both written and oral form.
- Tolerate moderate noise level.
- Perform repetitive tasks.
- Measure accurately.
- Work without close, direct supervision.
- Work on multiple tasks and priorities.
- Perform and complete tasks of relative complexity.
- Perform basic mathematical operations.
- Resolve conflicts with patience.
- Follow a recipe.

ACCOMMODATIONS

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's IEP or 504 plan or post-secondary student's accommodations plan to meet individual needs to ensure equal access. Post-secondary students with disabilities must self-identify, present documentation, required accommodations if needed, and develop a plan with their post-secondary service provider. Accommodations received in post-secondary education may differ from those received in secondary education. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology, and special communication systems. Documentation of the accommodations requested and services provided are maintained in a confidential file.

TUITION

Tuition is charged for adult students at a rate established by the Florida legislature; tuition is waived for eligible high school dual-enrolled students. Current tuition and fee information is available from Student Services and is due prior to the first

day of each payment period. Failure to pay all fees due at the time class begins will result in the student not being able to attend class and/or clinical.

CLASS SCHEDULE

Classes meet Monday through Friday from 8:00 A.M. until 2:30 P.M. Lunch breaks are 30 minutes in length. This amounts to 30 hours of classroom instruction per week.

ATTENDANCE POLICY

In an effort to develop appropriate employability skills, FMTC students are expected to attend all class sessions. As is expected in the workplace, when it is necessary to be absent due to illness or emergency situations, all students are to notify the instructor on or before the date of the absence. The student attendance policy for each post-secondary program is consistent with industry standards.

Campus attendance is kept via a computerized system. It is the responsibility of the student to **log in and out** in order to receive credit for class time. This allows the school to keep accurate attendance records for the actual number of hours and minutes attended.

All students are expected to be in attendance at least 90% of their scheduled hours during each payment period. Students failing to maintain the 90% attendance standard may not be permitted to continue in their program and may be withdrawn.

Absences and Tardies

A student who is absent for 6 consecutive class sessions, without prior approval and without contacting the instructor, will be withdrawn from enrollment in his/her program.

Students who are late for class, including returning late from lunch, must notify their instructor and clock in upon arrival. Students who leave school early must notify their instructor and clock out. This time out of class is recorded as time absent and is counted against the required 90% attendance.

Adult students who know they will be out of school for an extended period of time may apply for a Leave of Absence. Students who exercise a Leave of Absence may have to extend their time in their program and pay additional fees.

Leaving Campus During School Hours

Students must notify their instructor when leaving campus early. This is for the safety of students, to accurately track time, and to allow the instructor to best utilize instructional resources. Students may leave campus for lunch provided they return in the time allotted.

PLAN OF INSTRUCTIONAL PRACTICES

Teaching Methods

Lecture, demonstration, discussion, group interaction, verbal and written quizzes, skill practice, individualized instruction, computerized tutorials, interactive learning, web-based learning, and online courses are among the teaching methods utilized.

Textbooks, workbooks, projects, journals, reports, simulations, hands-on computer experience, collaborative learning, guest speakers, board examples, field trips, customer service projects, program job shadowing, cooperative on-the-job training, computerized tutorials, computerized assessment, interactive learning, web-based learning, and online courses are used for instruction.

Safety

A basic outline of safety standards and practices is covered at the beginning of class along with a continuous implementation of safety principles.

Evaluation

Class performance, quizzes, tests, employability skills, portfolio assessments, completion of project assignments, achievement of entry-level competencies, and other methods are used for evaluation.

Work-Based Activities

Work-based learning activities play an integral part of the curriculum of FMTC’s career-technical training programs. These activities are planned with two objectives in mind. First, the activity provides students with the opportunity to develop and apply ‘real world’ experience using the knowledge and skills attained in the program. Second, the activity provides the instructor with objective input from potential employers or customers of program graduates. Each work-based activity has a written instructional plan outlining objectives, experiences, competencies, and evaluation required during the activity.

Work-based activities are program specific and may include:

- Unpaid in-school shop activities to provide customer service opportunities under the direct supervision of the program instructor.
- Unpaid job shadowing experiences that may include in-school or off-campus employer-based experiences under the supervision of a qualified employer representative who is working closely with the program instructor.
- Paid or unpaid cooperative training experiences conducted at the employer’s work location under the supervision of a qualified employer representative and under the direction of the program instructor.

Cooperative Education (Co-Op)

Cooperative training is coordinated by the instructor and career specialist. Co-Op is for students who have shown competence in program training that indicates readiness for placement in an on-the-job program. To be eligible for a Co-Op experience, students must have completed at least 75% of the required program hours. Requirements may differ for those receiving VA Benefits. Veterans will be accepted into the program in accordance with the Department of Veterans Affairs’ approved program.

Students may be returned to the program for additional training if they do not function satisfactorily on the job or when the cooperative agreement is terminated at the request of the student, parent, employer, or program instructor.

Additional information regarding cooperative training opportunities may be obtained from the program instructor or career specialist. The lack of a valid driver’s license may be a barrier to obtaining a Co-Op placement.

GRADING POLICIES

Grading Categories:

Assessments	30%
Career Application	60%
Employability Skills	10%

Grading Scale: Students must maintain a minimum of a 75% grade average to progress in the program (80% is health science programs). A record of the student’s progress is kept by the instructor and available to the student in the FOCUS Student Portal. High school grades for dual enrolled students are reported to the assigned high school.

90 – 100	A
80 – 89	B
75 – 79	C
< 75	Failing

Each program has an employability skills rubric based on employee expectations in the industry.

SATISFACTORY ACADEMIC PROGRESS

In order to receive and continue to receive financial assistance of any type, a student must maintain satisfactory academic progress. The Financial Aid department will require a progress report to be completed and submitted to the Financial Aid Office prior to each disbursement. Students are considered to be making Satisfactory Academic Progress (SAP) if they successfully complete their scheduled clock hours, achieve a specific cumulative grade average (CGA), and do not exceed the maximum time limits to complete their course of study. Each student’s academic progress will be checked at 450 clock hours for students enrolled in programs one academic year or greater. Progress will be checked at the half-way point for programs less than one academic year. No SAP is required prior to the first disbursement.

REQUIREMENTS FOR CERTIFICATE

Students meeting the following requirements are awarded a full program certificate:

- 1) Mastery of 85% of program competencies as determined by the instructor
- 2) A final grade of 75% or better (80% Health Sciences) in each course
- 3) Proof of state-mandated basic skills levels
- 4) Attendance of a minimum of 90% of scheduled hours each payment period (95% of scheduled hours for some Health Science programs). Under unique circumstances, instructors in our competency-based programs have the discretion to graduate students who fall short of 90% as long as #1-3 above are met.

STUDENT DRESS CODE

Required Uniform: Full chef's uniform (chef's coat (with FMTC logo), chef's pants, shoes and paper chef's hat (provided by instructor on the first day of class), black non-slip shoes, and visible FMTC student ID badge.

PROGRAM STRUCTURE

Below is a summary of the Professional Culinary Arts & Hospitality program structure. For more detailed information for each course, visit the FLDOE Curriculum Framework website: <https://www.fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/2026-27-frameworks/hospitality-tourism.stml>

OCP A Food Preparation

Prep Cook, Salad Maker, Pantry

OCP B Cook - Restaurant 1

Fry Cook, Short Order Cook

Cook - Restaurant 2

Line Cook

OCP C Head Cook/Lead Cook

Chef, Head Cook

OCP D Food Service Management

Supervisor

TEXTBOOKS

Required textbooks for the Professional Culinary Arts & Hospitality program can be found on the disclosure fee sheet located on the program's page on the FMTC website: <https://fortmyerstech.edu/course/professional-culinary-arts-hospitality/>