

## **Menu Planning - ACF Course**

Welcome to the ACF e-culinary professional development “Menu Planning” course. This is a 12-week, self-paced, instructor-moderated course. Successful completion of the course will provide you with 30 ACF Continuing Education Hours (3.0 CEHs) which can be used to satisfy ACF education requirements for initial and renewal certifications and will be accepted as an approved class for ACF apprenticeship training programs.

### **Menu Planning - ACF Course**

This course will cover all the fundamentals of menu planning including: customer demographics, correlating menu listings with available equipment, recipe costing, how to develop selling prices, menu content & writing, menu layout & printing, table service menus, banquet menus, buffet, cafeteria, and cycle menus, and menu analysis. No prerequisites.

The course is 12 weeks long with 12 units of instruction, bulletin board discussions, Internet networking opportunities, and moderated learning. You can contact the instructor by e-mail at any time by clicking on the “Contact Instructor” button on the left-hand navigation bar.

After successfully completing all 12 units of instruction, all 12 quizzes, the final exam (100 questions), and all required bulletin board discussions you will graduate from the course and be able to print off a certificate of completion.

The 12 lessons are:

- Lesson 1 – Know Your Customer
- Lesson 2 – Know Your Restaurant
- Lesson 3 – Recipe Costs
- Lesson 4 – Menu Mark-ups
- Lesson 5 – Menu Content
- Lesson 6 – Menu Writing
- Lesson 7 – Menu Layout and Printing
- Lesson 8 – Table Service Menus
- Lesson 9 – Banquet Menus
- Lesson 10 – Buffet and Cafeteria Menus
- Lesson 11 – Cycle Menus
- Lesson 12 – Menu Analysis

Participants must complete all assigned tasks and earn a 75% -C grade or better on their coursework in order to pass this course and receive a certificate of completion. No partial credit is given for incomplete course work. Participants can download and print out their completion certificate directly from their online classroom.

### Grading Rubric

Reading the text = 10%

Discussions = 25%

Quizzes = 25%

Final Exam = 40%

Total = 100%