



Louisiana Culinary Institute

10550 Airline Highway
Baton Rouge, LA 70816

GENERAL CATALOG

2017-2018

SUMMER 2017

PRODUCING WORLD CLASS CHEFS

(225) 769-8820 • Fax: (225) 769-8792 • www.LCI.edu

Table of Contents

Mission Statement.....	1
Message from the Director.....	1
Licensing Authority	1
Accreditation.....	1
Faculty and Staff*	2
Admission Requirements and Procedures.....	2
Transfer Credit Policy.....	3
ProStart® Advanced Credit Policy	4
Tuition and Fees.....	5
Financial Aid, Financial Assistance Programs, and Scholarships	6
Cancellation	7
Re-entry	7
Refund Policy.....	8
School Policies.....	9
Academic Integrity Policy	9
Attendance (Absenteeism) Policy	9
Cell Phone Policy.....	9
Class Participation Policy	10
Complaint/Grievance Policy	10
Conduct and Termination Policy	11
Consumables in the Classrooms and Laboratories Policy	11
Drug Policy	12
Field Trip Policy	12
Leave of Absence Policy	12
Make Up Classes Policy	13
Make Up Hours Policy.....	13
Make Up Work Policy	13
Media Center Use Policy	14
Non-Discrimination / Sexual Harassment Policy	14
Parking Lot Entrance, Parking and Building Entrance Policy	14
Personal Effects Policy	15
Smoking Policy	15
Student Permitted Areas Policy	15
Tardiness Policy.....	16
Uniform Policy.....	16
Vending Machines Policy	17
Withdrawal Policy	17
Grading System.....	18
Credit Hour Definition.....	18
Academic Standing and Required Levels of Performance	18
Job Placement Assistance Program.....	19
Student Services.....	19
Students with Disabilities	20
Programs of Study.....	20
Program Outlines	20
Specific Competencies and Certifications Offered.....	24
Class Hours	27
Course Descriptions	27
Health and Safety, Fire, and Emergency Plans.....	42
Physical Description of School Facilities and Equipment	43
School Calendar	44

Mission Statement

The Louisiana Culinary Institute's purpose is to educate its students to become highly trained professionals in food service operations. Its intent is to provide its students with the appropriate knowledge and skills in professional cooking techniques, sanitation, nutrition and day-to-day business operations to successfully operate and manage a food service facility. By doing so the Institute's goal is to fulfill the ever-growing need for culinary professionals in the food service industry.

Message from the Director

Your success at the Louisiana Culinary Institute (LCI) is important to our faculty, staff and administration. Whether you are just beginning to build your academic and professional skills or are pursuing the leadership skills and opportunities to further your career, we are here to help you. However, we can only take you so far; it is your responsibility to put forth the determination and dedication to achieve your goals.

While at LCI, you should take advantage of all the extra-curricular activities and services offered. The General Catalog will help you along the way. It contains important information, including academic and campus policies, for which you are responsible. Please familiarize yourself with its contents and keep it with you as a future reference.

Finally, never hesitate to reach out to any LCI faculty or staff member. We are committed to your success and want your experience to be the best it could possibly be.

- Chef David Tiner, CEC, CCE, ACE, CCA, FMP

Licensing Authority

Louisiana Culinary Institute (LCI) is licensed by the Louisiana State Board of Regents and adheres to the rules and regulations of the Louisiana Proprietary Schools Advisory Commission.

Accreditation

LCI is accredited by the Commission of the Council on Occupational Education and adheres to the rules, regulations and guidelines of the Commission of the Council on Occupational Education. Additionally, LCI's Associate of Occupational Studies in Culinary Arts degree (both concentrations) is accredited by the American Culinary Federation Education Foundation's Accrediting Commission and adheres to the rules, regulations, and guidelines set forth by that authority.

Faculty and Staff*

*For a list of full-time and part time faculty, including their degrees held and the conferring institution, please see Appendix A.

E. Keith Rush – Chief Executive Officer
April Ruffolo – Acting Chief Financial Officer, Compliance Officer
David Tiner – Director, Chef Instructor
Charlie Ruffolo – Director of Public Affairs
Leah Guillory White – Student Services Coordinator, Compliance Liaison, Job Placement Officer
Courtney Kirschner – Director of Admissions, ProStart® Contact
Keana Boudreaux – Admissions Officer
Helen Baxter – Office Manager
Sandi Rush – Bursar
Natalie Gunn – Financial Aid Officer / Tuition Officer
Christina Nicosia, Lead Pastry Instructor
Derrick Beverly, Chef Instructor
Michael Ciuffetti, Chef Instructor
G. Mike Dunn, Chef Instructor
Kevin Foil, Chef Instructor
Colt Patin, Chef Instructor
Alex Hamman, Chef Instructor
Leslie Moyers, Chef Instructor
David Rodriguez, Hospitality Instructor
Nicole Bidy – Pantry Chef / Inventory Acquisitionist
Marinda Dockery – Pantry Chef / Inventory Acquisitionist
Gary Hawkins – Maintenance Supervisor
Greg Mackenzie – Maintenance
Kenny Poche – Maintenance

Admission Requirements and Procedures

Upon successful completion of the following requirements and procedures, potential students can proceed with the enrollment process:

For all programs, applicants must have the following:

- Proof of High School graduation, which includes a High School Diploma, official High School Transcripts, Home School Certificate or GED;
- A completed application, including three (3) references (at least one from a person in the food service industry) and a 500-word essay as to why the applicant wishes to pursue a career in the food service industry;
- The \$25 non-refundable application fee;
- Completed the Wonderlic or COMPASS test with a minimum composite score of 2 (waived for applicants holding an Associate Degree or higher or students who submit an official college transcript evidencing successful completion (grade “C” or higher) in a college level Math and English class);
- Completed the Louisiana Culinary Institute developed Culinary Math Test;
- Successfully completed interviews with at least three (3) faculty/staff members (each faculty/staff member submits an interview score sheet to the Acceptance Committee); and
- Paid the \$75 registration fee (upon acceptance and enrollment).

The Acceptance Committee will then consider all of the above requirements in order to determine whether a potential student will be accepted or denied admission.

The overall ratio of students to instructors is sixteen to one (16:1). Lecture classes are typically comprised of the entire enrolled group (up to 36), and laboratory classes are typically broken into multiple smaller groups (up to 18), each with an instructor. Afternoon General Education classes are a comprised of all students without those transfer credits.

Transfer Credit Policy

It is the policy of Louisiana Culinary Institute (LCI) to consider, for transfer, credits that were earned as a part of an accredited program of higher education or the United States Armed Forces.

In order for credits to be eligible for transfer, they must be in the context of or directly related to the course in which transfer is being attempted; the attendance and grades must meet LCI standards; and they must meet current educational or industry standards. Official transcripts of earned credit, and the valid course descriptions related to those courses, are reviewed by the Dean of Education, Director or the Compliance Officer in order to determine if transfer credit can be awarded. Students who are granted transfer credits will have the program attendance shortened by the length of the credited course.

Transfers between concentrations within the Associate of Occupational Studies in Culinary Arts degree program and transfers from LCI's previously and currently offered programs will be subject to the same scrutiny as credits earned from an outside institution.

Additionally, students who wish to transfer credits earned in a non-traditional manner (i.e. CLEP, AP Exams, ACT or SAT Score) may submit official scores directly to the LCI Office of Admissions. Again, transfer credit determinations are made by the Dean of Education, Director or the Compliance Officer using the following standards:

College Level Examination Program (CLEP) Subject Examinations

<u>CLEP Subject Exam</u>	<u>Minimum Score</u>	<u>LCI Course Credited</u>
American Literature	50	ENGL 101
Analyzing and Interpreting Literature	50	ENGL 101
College Algebra	50	MAT 101
College Mathematics	50	MAT 101
College Composition Modular	50	ENG 101
College Composition	50	ENG 101
English Literature	50	ENGL 101
Financial Accounting	50	HCM 232 and 251
Information Systems	50	HCM 102
Introduction to Psychology	50	PSY 201
Principles of Management	50	HCM 304

Advanced Placement (AP) Program of the College Board

<u>AP Examination</u>	<u>Minimum Score</u>	<u>LCI Course Credited</u>
English Language & Composition	3	ENG 101
Mathematics: Calculus AB or BC	3	MAT 101
Psychology	3	PSY 201

ACT Score

- ENGLISH
Must have the following to receive LCI Transfer Credit in ENG 101:
ACT English Score of 26 or higher **AND**
ACT English Score + ACT Composite Score of 53 or higher
- MATH
Must have the following to receive LCI Transfer Credit in MAT 101:
ACT Math Score of 25 or higher

SAT Score

- ENGLISH
Must have the following to receive LCI Transfer Credit in ENG 101:
SAT Critical Reading Score of 590 or higher
- MATH
Must have the following to receive LCI Transfer Credit in MAT 101:
SAT Quantitative Score of 570 or higher

ProStart® Advanced Credit Policy

After a careful review of the ProStart® curriculum, the Louisiana Culinary Institute (LCI) is pleased to allow advanced credit for students completing the ProStart® I and II programs, with a grade of a “C” or higher in both programs, and meeting the following criteria:

ServSafe® Food Safety and Sanitation – CA 111 or HCM 111 – 2 Semester Credit Hours

ProStart® students are required to show proof of certification in the National Restaurant Association’s (NRA) ServSafe® Food Safety 30-hour course. There is a \$40 fee associated with taking this test, if the test is required.

Restaurant Production and Service I – CA 121 – 1 Semester Credit Hour

ProStart® students are required to complete a Practical Exam, hosted at LCI, which consists of the following (there is a \$10 fee when taking this test):

Knife Cuts: Julienne, Brunoise, Small Dice, Medium Dice, Paysanne, Lozenge, Section an Orange, and Show an Understanding of Tourné.

Deboning a Chicken: 8-Way

Cooking a Chicken in the Following Ways: Braise and Fry

Cooking the Following Items: Rice Pilaf, Risotto, Biscuits, and Grilling Pork Chops

Introduction to Hospitality and Restaurant Management – CA 211 or HCM 211 – 2 Semester Credit Hours

ProStart® students are required to show proof, via the NRA Educational Foundation’s (NRAEF) Certification of Completion, of successful completion of the NRAEF’s Hospitality and Restaurant Management Course (part of the NRAEF’s ManageFirst Program®).

Nutrition – NUT 201 – 2 Semester Credit Hours

ProStart® students are required to show proof, via the NRAEF’s Certificate of Completion, of successful completion of the NRAEF’s Nutrition Course (part of the NRAEF’s ManageFirst Program®).

Controlling Costs – MAT 102 – 2 Semester Credit Hours

ProStart® students are required to show proof, via the NRAEF’s Certificate of Completion, of successful completion of both the NRAEF’s Controlling Foodservice Costs and Inventory and Purchasing courses (part of the NRAEF’s ManageFirst Program®).

ProStart® students are also eligible to apply for transfer credits via LCI’s Transfer Credit Policy.

Tuition and Fees

The Summary of School Charges is listed below:

ASSOCIATE OF OCCUPATIONAL STUDIES (AOS) IN CULINARY ARTS DEGREE PROGRAM

(No change since August 29, 2014)

<u>Advanced Culinary Arts Concentration</u>		<u>Advanced Baking and Pastry Concentration</u>	
Registration Fee	\$ 75.00	Registration Fee	\$ 75.00
Fee Package	\$ 2,500.00	Fee Package	\$ 2,500.00
Laboratory Food	\$ 2,500.00	Laboratory Food	\$ 2,500.00
Tuition	<u>\$ 29,000.00</u>	Tuition	<u>\$ 29,000.00</u>
Total Tuition and Fees	\$ 34,075.00	Total Tuition and Fees	\$ 34,075.00

NOTE: Tuition will be billed on a semester basis, at the beginning of each semester. Tuition will be billed at a rate of \$7,250.00 per semester. The Fee Package will be billed at a rate of \$1,375.00 at the beginning of the first semester and \$375.00 at the beginning of the next three (3) semesters. The Laboratory Food will be billed at a rate of \$625.00 at the beginning of each semester. Credits for transfer classes will be applied to student accounts at the beginning of the semester in which the class would normally occur. Finally, a tuition pre-payment of seven hundred fifty dollars (\$750.00) is required on or before Orientation.

AOS IN HOSPITALITY AND CULINARY MANAGEMENT DEGREE PROGRAM

(change effective May 1, 2016)

Registration Fee	\$ 75.00
Fee Package	\$ 2,500.00
Tuition	<u>\$ 20,000.00</u>
Total Tuition and Fees	\$ 22,575.00

NOTE: Tuition will be billed on a semester basis, at the beginning of each semester. Tuition will be billed at a rate of \$4,375.00 per semester. The Fee Package will be billed at a rate of \$1,000.00 at the beginning of the first semester and \$500.00 at the beginning of the next three (3) semesters. Credits for transfer classes will be applied to student accounts at the beginning of the semester in which the class would normally occur. Finally, a tuition pre-payment of five hundred dollars (\$500.00) is required on or before Orientation.

PREVIOUS LOUISIANA CULINARY INSTITUTE PROGRAM
GRADUATES AND NON-COMPLETERS

Registration Fee	WAIVED
Fee Package	Remaining balance not covered by transfer credits (% total)
Laboratory Food	Remaining balance not covered by transfer credits (% total) (if applicable)

Tuition Remaining balance not covered by transfer credits (% total)
Total Tuition and Fees Fee Package Balance + Laboratory Food + Tuition Balance

NOTE: Previous Graduates and Non-Completers must take the remaining courses in the new program for which they are enrolling and pay for those courses. Courses that encompass an entire semester are billed at the rate for that particular semester. If new uniform items are required, those items will be billed to the student separately.

The Louisiana Culinary Institute provides the following items (included in the fee package):

Associate of Occupational Studies in Culinary Arts Program

Two Uniforms (two Jackets, two pairs of Pants, two hats, two towels and two white aprons), a Starter Knife Set and/or Baking and Pastry tool kit, a Bi-Metallic Stem Thermometer and all Textbooks. Additionally, Advanced Culinary Arts students receive a wine key, a black bowtie, a crumber, a black apron, and a black napkin.

Associate of Occupational Studies in Hospitality and Culinary Management Program

Two Uniform Shirts (polo-type embroidered shirts), a Laptop (provided at the beginning of the Second Semester) and all Textbooks. *Note: LCI does not provide uniform pants in this program.*

Miscellaneous

Students who wish to purchase additional uniforms, knife sets, or other materials from LCI may do so, based upon availability.

LCI does not provide housing, transportation, uniform shoes, white dress shirts, undergarments, or non-required equipment.

Financial Aid, Financial Assistance Programs, and Scholarships

Financial Aid and Financial Assistance Programs

The Louisiana Culinary Institute (LCI) offers Financial Aid for those who qualify in the form of Title IV Federal Student Aid (Pell Grants, Direct Loans, PLUS Loans, etc.). LCI also accepts Veterans Affairs Aid (GI Bill, etc.) and Vocational Rehabilitation payments, as well as the Taylor Opportunity Program for Students (TOPS). Additionally, information on other sources of funding may also be available. Please note that requirements and regulations for government sponsored aid and assistance programs are followed and cannot be modified, changed or waived by LCI. More information can be found on our website at www.LCI.edu/financial-aid.

Scholarships

LCI only provides one type of scholarship to newly admitted students: the ProStart® Excellence Award Scholarship. This scholarship varies in amount and is applied directly to tuition at LCI, broken down into even semester disbursements. Awards are based upon the following criteria; however, undisbursed scholarship funds are forfeited if the student does not maintain Satisfactory Academic Progress, withdraws, or is dropped from the program:

All ProStart® Certified Students

All students that complete and graduate from ProStart® I and II receive a \$2,000 ProStart® Excellence Award Scholarship. Official certification of completion is required to receive this scholarship. There is no time limit for use and this is a one-time award.

Regional or State ProStart® Invitational Winners

All ProStart® Regional or State Invitational winners for both the culinary and management competitions receive the following ProStart® Excellence Award Scholarship amounts: 1st Place - \$3,000; 2nd Place - \$2,000; and 3rd Place - \$1,000. Validation on the ProStart® Regional or State Invitational winner list is required for scholarship receipt. This scholarship is valid for 2 years after the student's high school graduation and there is no limit to the number of awards a student may receive. Additionally, a recipient is not required to certify in ProStart® to receive this award.

National ProStart® Invitational Winners

All ProStart® National Invitational winners for both the culinary and management competitions receive the following ProStart® Excellence Award Scholarship amounts: 1st Place - \$7,500; 2nd Place - \$5,000; 3rd Place - \$3,500; 4th Place - \$2,000; and 5th Place - \$1,000. Validation on the ProStart® National Invitational winner list is required for scholarship receipt. This scholarship is valid for 2 years after the student's high school graduation and there is no limit to the number of awards a student may receive. Additionally, a recipient is not required to certify in ProStart® to receive this award.

Other scholarships from outside groups have routinely been received by LCI students. Information on outside scholarships and scholarship workshops can be obtained from Financial Aid or Student Services.

Cancellation

When students enroll in a program of study, they reserve spaces that cannot be made available to other students. The Enrollment Agreement does not constitute a contract until it has been approved by an official of the school. If the agreement is not accepted by the school, all monies will be refunded (except for the non-refundable application fee). Students have the right to cancel the Enrollment Agreement at any time. Cancellation will occur when they give written notice of cancellation to the Director. Notice of cancellation may be given by certified mail, hand delivery, email or facsimile. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid.

The written notice of cancellation is effective if it states that a student no longer wishes to be bound by the Enrollment Agreement, and is signed and dated. If a student cancels within five business days of executing the Enrollment Agreement and before the start of classes, all monies paid will be refunded (except for the non-refundable application fee). If a student cancels more than five business days after executing the Enrollment Agreement and before the start of classes, the school will retain the registration fee (not to exceed \$100) and refund any other monies paid. If a student cancels after the start of classes, he/she will be subject to the refund requirements stated below. Students who cancel will be charged for materials that have been issued and cannot be returned in good condition.

Re-entry

A student who voluntarily withdraws from enrollment, in good standing, can re-apply at any time, under a new enrollment agreement, reflective of earned credits. Any student dropped from enrollment for conduct, absenteeism or academic reasons may not re-apply for at least six (6) months from the student's drop date, and can only be accepted at the discretion of the Governing Board, under a new enrollment agreement, with all prior credits subject to the transfer policy. Students who win an appeal of termination and are accepted for re-entry by the Governing Board must re-enter under a Letter of

Agreement in the same program, maintaining previously earned credits. Special conditions may be imposed upon students accepted for re-entry by the Governing Board, on a case-by-case basis as determined by the Governing Board, up to and including remedial courses and/or training before being allowed to graduate.

Refund Policy
(As Required by the Louisiana Board of Regents and our Accrediting Bodies)

Since tuition and fees are billed on a semester basis, refunds for students who withdraw after starting school or whose enrollment is terminated by the school are calculated based upon the assessed charge for the semester in which the student’s enrollment ceases. Therefore, tuition and fees billed for previous semesters are due and payable to LCI in addition to any funds assessed based upon the Refund Policy below. Refunds will be computed as follows, from the date the school determines termination occurred:

<u>Time of Withdrawal</u>	<u>Amount Student Pays</u>
After the first day and up until the sixth day of the semester, in which enrollment ceases, is completed	10% of the total tuition price for that semester
After the sixth day and up until the sixteenth day of the semester, in which enrollment ceases, is completed	45% of the total tuition price for that semester
After the sixteenth day and up until the thirtieth day of the semester, in which enrollment ceases, is completed	70% of the total tuition price for that semester
After the thirtieth day of the semester, in which enrollment ceases, is completed	100% of the total tuition price for that semester

Note: The Time of Withdrawal is computed on the basis of days attended/attempted by the student during that semester.

When a student withdraws or is dismissed, a Tuition Refund Calculation is performed using the Tuition Refund Calculation Form. Using this form, it is determined whether the student owes the school a balance or if a tuition refund is payable to the student. Additionally, all Title IV federal student aid refund calculations are completed, as applicable, and funds are returned as required.

If a credit balance (refund) exists, the student shall be reimbursed an amount equal to the student's respective balance. The Bursar issues a refund check within 30 days of the student's date of withdrawal, or 30 days of the last date of attendance, if the student notified the school of their withdrawal.

If the student has a remaining balance due, a statement requesting payment is mailed to the student. That student is given 30 days from the mailing date to contact the school to make payment arrangements on the remaining balance. If the student does not contact the school within 30 days, the student’s account is referred to a collections agency. This referral may adversely affect the student’s credit.

School Policies

The Louisiana Culinary Institute reserves the right to add, delete or change School Policies at any time, with or without notice.

Academic Integrity Policy

Students are expected to turn in written and other work that is a product of their own efforts. Academic dishonesty, including cheating and plagiarism, is strictly prohibited. Violators will fail the class in which the violation occurred, and/or may incur additional penalties under the Conduct and Termination Policy.

Attendance (Absenteeism) Policy

Students are expected to attend all classes as scheduled by the Louisiana Culinary Institute and will be subject to the following policy:

Attendance is rounded down to the last hour attended for leaving class early (not including lunch) and is rounded up to the next hour for tardiness. Students are expected to notify their instructor when leaving early and to check in at the front desk when tardy.

In order for a student to get credit for a course, the student must attend a minimum of 90% of that course. If a student misses more than 10% of a course and does not make up the hours in accordance with the Make Up Hours Policy, the student will receive a grade of "F" and the course must be repeated at the student's expense, when the course is next offered after the student has completed the remainder of the program.

If a student must be absent for any length of time that would exceed the 10% of the length of a course, and beyond the time allowed within the Make Up Hours Policy, the student is encouraged to either take a Leave of Absence or Withdraw from the class (see Leave of Absence Policy and Withdrawal Policy). Students should speak with their Instructor for that class about their options.

Cell Phone Policy

Cell Phones are not allowed to be used inside the Louisiana Culinary Institute (LCI) facility, including stairwells, by students, unless given special written permission by the Director. Students violating this policy will be sent home and charged the time missed in class. Repeated violations will be handled under the Conduct and Termination Policy.

Students may apply for special written permission from the Director through their Instructor. Permission will be determined on a case-by-case basis, at the discretion of the Director, and if approved is valid for 30 days only. Students who are approved can only use their cell phone within the facility for the approved reason and must have a copy of the approval form in their possession. If an approved student needs to extend permission, the student must reapply and the Director will reexamine the student's case. Possible reasons for special written permission can include imminent family emergencies, medical difficulties (with Doctor explanation) or similar situations. Students without special written permission cannot use their cell phones inside the LCI facility, including inside of stairwells.

This Cell Phone Policy, as a whole, does not apply to Faculty and Staff, who are under company policy.

Class Participation Policy

Students are expected to complete assignments in a timely manner, including homework, and pay attention in class. Since tests are based upon lecture notes, chapter readings and hands-on work, students are encouraged to take notes and ask questions pertaining to the subject matter. Students who sleep in class or are disruptive to the class will be sent home for the day and charged the time missed. Repeated violations will be handled under the Conduct and Termination Policy.

Complaint/Grievance Policy

It is the policy of the Louisiana Culinary Institute (LCI) to allow for complaints or grievances. Students who have a complaint or grievance must follow these procedures:

1. Address the initial complaint or grievance to your instructor in order to achieve a satisfactory solution. If a solution cannot be agreed upon, proceed to the next step.
2. Using the LCI's Complaint Form (retrieval from and return to the Receptionist), address the complaint or grievance to the Director. An appointment will be scheduled to discuss the complaint or grievance to achieve a satisfactory solution. If a solution still cannot be agreed upon, proceed to the next step.
3. If no satisfactory solution or corrective action can be agreed upon, the student may address complaints to the state regulatory agency and/or appropriate accrediting body.

State Regulatory Agency

If a student does not feel that the school has adequately addressed a complaint or concern, the student may contact the Louisiana State Board of Regents, in writing, at the following address:

Louisiana State Board of Regents, Proprietary Schools Section, P.O. Box 3677, Baton Rouge, LA 70821-3677, Phone (225) 342-7084

Accrediting Bodies

Council on Occupational Education

If a student does not feel that the school has adequately addressed a complaint or concern, the student may contact the Council on Occupational Education, in writing, at the following address:

Executive Director, Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Phone (800) 917-2081, www.council.org

American Culinary Federation Education Foundation

If a student does not feel that the school has adequately addressed a complaint or concern, the student may contact the American Culinary Federation Education Foundation's Accrediting Commission, in writing, at the following address

Chair of Accrediting Commission, American Culinary Federation Education Foundation's Accrediting Commission, 180 Center Place Way, Saint Augustine, FL 32095, Phone (800) 624-9458, www.acfchefs.org.

Conduct and Termination Policy

The student is expected to always act and behave in a professional manner. The Louisiana Culinary Institute (LCI) reserves the right to place a student on probation or terminate enrollment for any of the following reasons:

1. Failure to maintain an acceptable academic record.
2. Failure to maintain an acceptable attendance record.
3. Failure to pay financial obligations in a timely manner.
4. Conduct, which is found by LCI to be detrimental to the individual, other students, or LCI.
5. Immoral or unlawful conduct, which would bring discredit to the individual, other students, or LCI.
6. Failure to conform in spirit or principal with the Policies of LCI.
7. Possession of drugs, alcohol or firearms on LCI property without prior LCI permission and within the law.
8. Under the influence of drugs or alcohol on LCI's property.
9. Failure to successfully complete the requirements for the course of study within one hundred fifty percent (150%) of the time required to normally complete the requirements for the course of study.

Academic and/or attendance probations will be lifted upon successful make up of respective courses. All courses must be successfully completed in order to graduate. A student is only allowed to fail two (2) courses during the program. If a third (3rd) course is withdrawn from or is failed, the student is subject to being dropped from enrollment. A student is only allowed to repeat a failed or withdrawn course, at their cost, a maximum of one (1) time.

Students have the right to appeal decisions of termination by filing an appeal, in writing, with the Director of LCI within seven (7) days of termination.

Consumables in the Classrooms and Laboratories Policy

All food and beverages of any kind are strictly prohibited in any of the lecture classrooms. If a student is consuming a food or beverage product before class, during assigned breaks, or from any production type kitchen, that food or beverage product must be finished prior to entering the classroom. Also, all consumable food and beverages are prohibited from being brought into any upstairs demonstration classroom, except in the event that the food or beverage is being utilized during the class.

All food and beverages of any kind are strictly prohibited in both the Amphitheatre and the Media Center. Any student violating this policy will be asked to immediately dispose of the food or beverage product in the proper trash receptacle. Any further violations of the policy will result in the student being removed from class and charged with the time missed.

Gum chewing on Louisiana Culinary Institute's campus is also prohibited. Upon the first offense, any student caught chewing gum will be asked to dispose of the gum in the proper trash receptacle. Any further violations of the policy will result in the student being removed from class and charged with the time missed.

Beverages are permissible in the kitchen production laboratories as long as the beverage meets proper sanitation guidelines. In order to comply with state and federal regulatory agencies, the beverage must be in a container that can be sealed with a cap or lid and placed below any kitchen work surface (i.e.

the bottom shelf of most production work tables). Any student caught violating this policy for the first time will be asked to dispose of the beverage in the proper trash receptacle. Any further violations of the policy will result in the student being removed from class and charged with the time missed.

Drug Policy

The Louisiana Culinary Institute reserves the right to perform a random drug screening on Faculty, Staff, Employees and Students if it is deemed necessary, and a specific drug screening on Faculty, Staff, Employees and Students in cases of accident, severely abnormal behavior or suspicion of being under the influence on institute property.

Field Trip Policy

In the case of Authorized Field Trips, the Louisiana Culinary Institute (LCI) does not provide transportation or a meal. Field Trips will begin and end at LCI campus unless otherwise arranged. All students who attend field trips must sign a "Field Trip Waiver Form" before leaving. Field Trips are not mandatory and students who do not wish to attend will be assigned to another class for the day.

Leave of Absence Policy

Students may request a Leave of Absence (LOA) if the student needs to take time off from a class for any of the following reasons: jury duty, military duty, funerals of immediate family members (this includes parents, siblings, spouses, children and grandparents), hospitalization, personal or family medical emergencies, extended illnesses or miscellaneous extenuating circumstances. A LOA can be taken for one (1) day or up to thirty (30) cumulative days during enrollment. Medical LOAs can be taken for up to 180 days in a year long period.

Except for in emergency circumstances, all LOA requests should be made, in writing, to the Director at least one (1) week before the requested time off is to begin. Students are required to provide documentation for jury duty, military duty and medical LOA requests; however, students are encouraged to provide documentation for any LOA request. All requests will be reviewed by a panel of at least three (3) faculty and staff members, on a case-by-case basis.

LOAs are not considered exceptions to the Attendance Policy. Therefore, if a student takes a LOA and this causes the student to miss more than twenty percent (20%) of the entire course, that student must repeat the course at no charge to the student. Additionally, if a student takes a LOA and this causes the student to miss between ten percent (10%) and twenty percent (20%) of the entire course, that student may make up the missed hours (over ten percent (10%)), at no charge to the student, by the date specified on the LOA approval and subject to the Make Up Work Policy.

If a student takes a LOA and misses subsequent hours (after the LOA was granted and taken), which causes the student to miss more than twenty percent (20%) of the entire course, then the student is required to retake the class at his/her own expense.

Make Up Classes Policy

Students that are required to make up a class due to a Leave of Absence (see Leaves of Absence Policy), must make up the class on the next available date after their regular course of study, at no cost to the student.

Students required to make up a class for any other reason, except a Leave of Absence, are required to make up the class on the next available date after the regular course of study and are required to pay for the class before the start of the class. Payment is assessed at a rate of five dollars (\$5.00) per clock hour, plus the cost of a new textbook, if required. All make-up Restaurant Production and Restaurant Service classes must be completed in the particular class that was missed (i.e., a failure in Restaurant Production IV requires the make-up class of Restaurant Production IV to be completed) (applicable to Associate of Occupational Studies in Culinary Arts – Advanced Culinary Arts students only).

Students wishing to apply for transfer credit for a make up class may be awarded transfer credit, but will not be awarded a tuition reduction for that transferred class. The Louisiana Culinary Institute accepts several methods, both traditional and non-traditional, for transfer credit (see Transfer Credit Policy). Official transcripts or scores must be submitted before the start of the make up class to be considered for transfer credit.

Make Up Hours Policy

Students may only make up the following number of hours, beyond the ten percent (10%) allowed absences (as per the Attendance Policy):

- For a 15 hour course, the maximum number of make up hours is 1 hour.
- For a 30 hour course, the maximum number of make up hours is 2 hours.
- For a 45 hour course, the maximum number of make up hours is 3 hours.
- For a 60 hour course, the maximum number of make up hours is 4 hours.

Partial hours missed will be rounded up to a full hour for make up reasons.

Students are only allowed to make up hours during the course in which the hours were missed, or if the hours were missed on the last day of the course, then by the following Friday. Make up hours are scheduled at the convenience of and through the student's Instructor. All make up hours are held outside of class hours (from 8 am – 4 pm on Monday, Tuesday, Wednesday and Thursday, from 8 am – 3 pm on Friday), and at a cost to the student of twenty-five dollars (\$25.00) per make up hour, to be paid before the time is made up. Activities or work done during make up hours must be in the context of or related to the subject matter of the course in which the hours were missed.

If a student is late for or does not show up for scheduled make up hours, that student will forfeit his or her right to do further make up hours during that course, which will result in a "F" grade (see Attendance Policy).

Make Up Work Policy

Assignments or tests which are missed due to absence must be made up immediately upon the students return to school, if make up work is allowed in that course (assignments cannot be made up for Labs and will be averaged as a "0" for the missed assignment) (see Course Syllabus for individual course restrictions on make up assignments, including quizzes). Work which is not made up will be recorded as a "0" in the grade average and will be subject to the Academic Standing Policy. Assignments or

tests which are “failed” (a score of 70% or less) will not be allowed to be made up and the grade will stand as is and will be subject to the Academic Standing Policy. The only exceptions to this policy, for both concentrations in the Associate of Occupational Studies in Culinary Arts program, are the overall written final exam, which may be retaken once, and after paying a \$100 retest fee, and the overall practical final exam, which may be retaken once, after being rescheduled, and after paying a \$250 retest fee. If either of these Exams is not taken within the scheduled period or is failed a second time, the student will be dropped from enrollment.

Media Center Use Policy

The Media Center is for student, faculty, and staff use only. The Media Center is only to be used for school related research, during authorized breaks (when a class is not utilizing the space), lunch, or with the special permission of a faculty member. The computers in the Media Center are not to be used for checking bank accounts, e-mail, general web surfing or any other non-school related reason.

No food or drinks are allowed in the Media Center.

Non-Discrimination / Sexual Harassment Policy

The Louisiana Culinary Institute (LCI) does not discriminate against anyone based on race, creed, color, sex or religion. Anyone at LCI who discriminates, whether it be student, staff, faculty, or employee, will be subject to prosecution under the anti-discrimination laws of federal, state or local authorities where applicable. These persons are also subject to disciplinary action, based upon the severity of the offense, at the discretion of the school Director up to possible termination of enrollment or employment.

However, some of the tasks required for successful completion of LCI’s program may require the student to work with foodstuffs that are shunned or forbidden by a student’s religion or creed. Unfortunately, these tasks are often necessary for the student to fulfill the proper training requirements of our program. Therefore, a student must successfully complete these tasks to meet the LCI’s minimum academic standards for program completion and graduation.

Sexual Harassment at LCI is UNACCEPTABLE CONDUCT and will not be tolerated. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature. Sexual harassment is an unwelcome sexual advance that creates a hostile or an uncomfortable environment. Hostile is defined as “quid pro quo” or “by the target”, which means that the target of the harassment determines what is hostile or uncomfortable. This can include third parties and members of both sexes, regardless of stature, both on and off the job or at school. These definitions are general in nature and LCI reserves the right to make a determination of the legality of any particular conduct. In each case the record as a whole will be taken into account, to include the totality of the circumstances, the nature of the sexual advances and the context in which the alleged incident(s) occurred. The penalties for sexual harassment are the same as for discrimination.

Parking Lot Entrance, Parking and Building Entrance Policy

Students are not allowed to enter the parking lot of the Louisiana Culinary Institute (LCI) via the delivery service driveway on Airline Highway’s frontage road. Students may only enter the parking lot via Arnold Lane and the other Airline Highway frontage road entrance.

Students are not allowed to park in the following areas:

- Handicapped Spaces (unless the proper state permit is displayed);
- Any spaces against the main building;
- Any spaces behind the building;
- Any spaces designated by a sign as LCI Staff Parking; and
- Any space designated by a sign as Visitor Parking.

Students are only allowed to enter the LCI building via the door on the southwest side of the building, near the vending machines.

Personal Effects Policy

Student Personal Effects, such as backpacks, bags, purses and toolboxes, are not allowed in the main or project kitchens. Students whose class is in the main or project kitchens may not keep their personal effects in any other area inside the Louisiana Culinary Institute (LCI) facility (this includes all classrooms, labs, media center, offices, restrooms, storerooms, break areas and the Amphitheater). There will be an exception to this policy for small toolboxes containing culinary tools. These toolboxes will only be allowed in the kitchen areas only when needed to perform kitchen lab tasks. The determination of whether a toolbox is classified as a “small tool box” is at the discretion of the Director.

Smoking Policy

The Louisiana Culinary Institute is entirely a No Smoking facility. However, a smoking area is provided behind the building, near the west side of the building. This is the only area on the campus where smoking is permitted (except inside the student’s vehicle). Additionally, all cigarette butts must be disposed of either in the student’s vehicle or in the receptacle provided in the smoking area.

Student Permitted Areas Policy

Before and after school, students are not allowed to loiter in the parking lot, in the building lobby, in the building stairwells, in the front of the building or on the sides of the building. During breaks from class, students are allowed only in the designated smoking area, the restrooms, the area near the vending machines, the media center (only if a class is not utilizing the space), and their cars.

Students are not allowed in the Lobby area, unless they need to see the Receptionist, the Admissions Officers or the Financial Aid Administrator/Tuition Officer. Additionally, students should not enter any office, unless invited.

Students are not permitted in the main or the project kitchens, unless their class is currently held in the main or the project kitchens.

Students should only be on Louisiana Culinary Institute property during class or for approved school functions or meetings. At all times, staff must be present.

Tardiness Policy

The student is expected to be on time for the start of classes, which begin promptly at 8:00 AM Monday through Thursday. After the start of class, the student will be considered tardy. Students who are tardy will not be counted as present until the next full hour (for example, 8:01 AM thru 8:59 AM will be counted on the attendance sheet as 9:00 AM and so forth). Students who come in after 11:00 AM, without a legitimate excuse or documentation, will **not** be allowed into class that day.

If a student is tardy once, the instructor will issue a verbal warning. If the student is tardy a second time, the instructor will issue a written warning advising the student that continued tardiness leads the student to potentially violating the Absenteeism Policy. Violation of the Absenteeism Policy falls under the purview of the Conduct and Termination Policy.

Uniform Policy

The student is expected to show up for classes in proper uniform as outlined below:

ASSOCIATE OF OCCUPATIONAL STUDIES IN CULINARY ARTS

1. A school chef jacket as provided by the Louisiana Culinary Institute (LCI) with the logo and student name either embroidered or via attached school identification card, clean and pressed. Students are required to have a Bi-metallic Stem Thermometer, a pen, a pencil and a marker worn at all times.
2. Black chef pants, clean and pressed.
3. Black, skid-proof work shoes, of a kind approved by LCI, as provided by the student, clean.
4. The appropriate-colored neckerchief, with slide as provided by LCI, clean and pressed.
5. A chef's hat, apron and towels (kitchen or demos), as provided by LCI.
6. Gloves, for demo and kitchen labs, will be issued as needed.
7. A set of starter knives and/or baking and pastry tools, as provided by LCI, clean and in good order.
8. Course appropriate textbook, as provided by LCI.
9. (Advanced Culinary Arts concentration only) For service portions of Restaurant Production and Service classes, a white button-down oxford shirt, as provided by the student, and black bistro apron, black bowtie, black napkin, crumber and wine key, as provided by LCI.

Students are required to wear a plain white tee shirt with sleeves and white socks as a part of their uniform. During the winter or if students are cold, other undergarments may be worn as long as they are white or light grey with no visible graphics or text, no hoods or turtle necks and are worn fully underneath the LCI issued chef jacket and not showing at the collar, sleeves or bottom. No outer garments will be worn over the chef jacket.

ASSOCIATE OF OCCUPATIONAL STUDIES IN HOSPITALITY AND CULINARY MANAGEMENT

1. Mondays, Tuesdays, and Thursdays – a clean, wrinkle-free, school polo-type shirt, as provided by LCI, with the logo embroidered. Wednesdays (and presentation days, as required by the Instructor for a specific class) – a white button-down oxford shirt, as provided by the student, and the school blazer with the logo embroidered, as provided by LCI.
2. Black dress pants, clean and pressed, as provided by the student. No cargo pants or denim allowed.
3. Black, skid-proof, clean work shoes, of a kind approved by LCI, as provided by the student.

4. The appropriate colored school identification card holder, with school identification, as provided by LCI.
5. Gloves, an apron, towels, and a chef's hat (when working with food) will be issued as needed.
6. Course appropriate textbook, as provided by LCI.

ALL STUDENTS

All uniforms must be clean, neat, pressed and worn in compliance with the Uniform Policy.

In accordance with HACCP and Federal Health Regulations, no make-up, colognes, perfumes, lotions or nail polish may be worn. Hair, mustaches, beards and fingernails must be clean, well groomed, trimmed and kept presentable at all times. School-issued aprons and hats must be worn at all times when in kitchen labs, demo labs and during other demos. If the student's hair is below the collar or is not restrained by the front of the hat or an approved headband, then the student must wear a hair net under the hat to restrain all loose hair. Aprons and hats are not to be worn outside of labs or demo areas for any reason, and aprons and towels must be left in these areas or placed in the proper linen bin. No other apron, hat or bandana should be brought into the building; instead, such an item should be stored in the respective student's vehicle or kept at home.

No jewelry, earrings, other piercings, or watches may be worn in the kitchen, in labs or in class. The only exceptions to this policy are that one wedding band may be worn on the proper finger and watches may be worn in class (not in the kitchen, demo labs, during demos or at any time that you are working with food).

Students will be expected to show up for class in proper uniform and will be inspected daily by their instructors for compliance. Uniforms will be clean, neat and wrinkle-free. A student found to be dressed not in accordance with the Uniform Policy, as identified by his/her instructor or any other staff member, will be written up for a Uniform Policy Violation and will be required to correct the violation before entering class. Time missed due to Uniform Policy Violations will be counted as an absence (see Attendance Policy). Continued or persistent violation of the Uniform Policy will be considered a Conduct Policy Violation and will be handled as per the Conduct and Termination Policy.

This Uniform Policy, as a whole, does not apply to faculty and staff, who are under a company dress code.

Vending Machines Policy

Vending machines have been installed for student use. The vending machines are located near the door on the southwest side of the building (the student entry door). Items purchased from the vending machines must be consumed in the dining room or outside of the building in the smoking area or in the student's vehicle. All trash must be discarded in the proper waste receptacle.

Any problems or issues relating to the vending machines should be reported on a Student Request Form. These forms can be retrieved from and returned to the Receptionist.

Withdrawal Policy

Students who need to take time off from class beyond the amount allowed in the Attendance and Make Up Work Policies and for a reason other than those listed in the Leave of Absence Policy may elect to withdraw from the course. If a student withdraws from a course, that student must retake the course, at

the student's expense, when the course is next offered after the student has completed the remainder of the program.

Students that do not withdraw from a course and miss more than the amount of time allowed in the Attendance and Make Up Work Policies will receive a "F" grade for a course.

If a student must withdraw from the entire program, he/she is subject to the Refund and Re-entry Policies.

Grading System

Students will be graded on their performance on tests, assignments, laboratory and "hands on" projects and will receive regular progress reports of graded performances. A student's performance in a course is assigned a letter grade according to the following table:

<u>Grade</u>	<u>Description</u>	<u>Quality Points</u>
A	100 - 91	4.0
B	90 - 81	3.0
C	80 - 71	2.0
F	70 - 0	0.0
FA	Failure Due to Absences	0.0
W	Withdraw	0.0

The following grades are not included in computing averages:

<u>Grade</u>	<u>Description</u>
TCA	Transfer Credit Awarded
LOA	Leave of Absence

Credit Hour Definition

For purposes of federal student aid, federal regulations define a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit or the equivalent amount of work over a different amount of time or (2) at least an equivalent amount of work as required in (1) above for other academic activities as established by the institution, including laboratory work, internships, practica, and other academic work leading to the award of credit hours.

Louisiana Culinary Institute (LCI) evaluates each course in terms of semester credit hours. One semester credit hour equals, at a minimum, 15 classroom hours of lecture, 30 hours of laboratory, and 45 hours of internship.

Academic Standing and Required Levels of Performance

In order to graduate, students must maintain at a minimum a "C" average (71+) (averaged on a course to course basis) (see Make Up Work Policy); must maintain at least a 90% attendance average (averaged on a course to course basis) (see Make Up Hours and Attendance Policies); must have

successfully completed all the required courses; must have passed the overall written final exam; must have passed the overall final practical exam; and must have fulfilled all financial obligations to the Louisiana Culinary Institute (LCI) before the student enters his/her final class.

A student who has not fulfilled all of the required financial obligations before the first day of his/her final class (in the normal course of study, without regard to classes that are to be repeated for Failure, Failure due to Absences, Leaves of Absence or Withdrawals) will **not** be allowed to enter his/her final class. Additionally, that student must satisfy all of his/her financial obligations and retake his/her final class, at no additional cost to the student, within one hundred fifty percent (150%) of the time required to complete the course of study; otherwise, the student will be dropped from enrollment at LCI, per the Conduct and Termination Policy. Subsequent enrollment will be governed by the Re-entry Policy.

(Note that the above-referenced financial obligations are not inclusive of tuition that is due for repeated classes, where required. Tuition for repeated classes, if necessary, is due before or on the first day of said repeated, or make up, class. A student must have fulfilled all financial obligations before he/she is allowed to make up any class.)

Students who fail a course for any reason must repeat that course, at their own cost, when it is next available and does not interfere with the remainder of the program, in order to be considered complete (see Attendance Policy). Students who are having trouble academically and are in need of help, tutoring or have special needs are required to inform their perspective instructor, the Director, the Student Services Coordinator or Mentor in order to make arrangements for their needs.

Job Placement Assistance Program

While the Louisiana Culinary Institute (LCI) cannot guarantee job placement after graduation, a reasonable effort will be made to assist the student in securing suitable employment. The success of any placement effort will depend largely upon the student's attendance and academic record while at LCI. LCI will assist the student with:

1. Applications and employment forms;
2. Proper résumé writing and interviewing with prospective employers;
3. Contacts with employers to identify job openings and opportunities; and
4. Contact with employers of graduating students.

Student Services

The Louisiana Culinary Institute (LCI) does not provide student housing. However, it will lend assistance utilizing the Baton Rouge Chamber of Commerce's "Information on Local Housing Availability", and will assist the student in procuring living quarters.

LCI will also assist students in obtaining counseling, medical, and legal services as requested.

LCI will assist students in applying for outside Scholarships, if requested by the student.

LCI provides adequate, lighted parking for students attending classes.

LCI is fully compliant for Handicapped Persons.

LCI has a Media Center for student, faculty and staff use, which includes Internet capable computers.

Students with Disabilities

In compliance with equal access laws, academic or physical accommodations that are not already in place may be required for students with disabilities. Requests for academic or physical accommodations are to be made during the first three (3) weeks of the program. Arrangements for all accommodations are to be in accordance with the Americans with Disabilities Act and within reason as to the safety and well being of faculty, staff and students.

Programs of Study

Currently, Louisiana Culinary Institute (LCI) awards Associate of Occupational Studies (AOS) Degrees. Degrees are awarded for successful completion of a particularly prescribed course of study, including subject concentration in a major area of an occupational field and additional general education coursework (See specific Program Outlines). The program-designated coursework includes subjects to prepare the student for a career in the food-service industry and for the student's general functioning in society.

The AOS Degrees currently offered by LCI include:

- (1) AOS in Culinary Arts
Concentrations: Advanced Culinary Arts
 Advanced Baking and Pastry

- (2) AOS in Hospitality and Culinary Management

Upon completion of all of the requirements for a particular program, each student will receive a Degree conferring the following credential for the program in which he or she completed the requirements:

Associate of Occupational Studies in Culinary Arts
 with a concentration in either Advanced Culinary Arts or Advanced Baking and Pastry
Associate of Occupational Studies in Hospitality and Culinary Management

Program Outlines

ASSOCIATE OF OCCUPATIONAL STUDIES IN CULINARY ARTS

The educational objective of the Associate of Occupational Studies (AOS) in Culinary Arts degree program is to provide high quality training and a conceptual understanding of Professional Cooking and Culinary Arts, and to prepare students for entrance or advancement in one or more culinary occupations requiring manual, manipulative, technical, and management competence or skills. While enrolled, students are required to complete an internship, with special focus on the student's concentration choice. Additionally, in order to graduate, students are required to successfully complete a final written exam and a final practical exam in their concentration choice.

At this time, there are no national or state legal requirements for licensure for culinary arts professionals. Additionally, there are no unique requirements for career paths or for employment and

advancement opportunities within the culinary arts. Finally, courses are offered in order, once per semester.

Curriculum: 1335 Clock Hours / 65 Semester Credit Hours

Normal Program Length: 16 months/4 semesters (excluding holidays and semester breaks)

ADVANCED CULINARY ARTS CONCENTRATION

1st Semester (White Level)

		<u>Clock Hours/Semester Credits</u>	
Days 1 – 6	ServSafe® Food Safety and Sanitation	CA 111, SS	30 / 2
Days 7 – 12	Professional Cooking I	CA 101, PC I	30 / 2
Days 13 – 18	Restaurant Production and Service I	CA 121, KL I	30 / 1
Days 19 – 24	Bread Basics	CA 109, BB	30 / 1
Days 25 – 36	Professional Cooking II	CA 102, PC II	60 / 4
Days 37 – 48	Professional Cooking IV	CA 104, PC IV	60 / 4
Days 49 – 60	Professional Cooking III	CA 103, PC III	60 / 2
	Or Introduction to Baking and Pastry	CA 110, IBP	60 / 2
Every MTW	Essentials of Math	MAT 101, MATH	45 / 3

2nd Semester (Blue Level)

Days 1 – 12	Professional Cooking III	CA 103, PC III	60 / 2
	Or Introduction to Baking and Pastry	CA 110, IBP	60 / 2
Days 13 – 18	Restaurant Production II	CA 122, KL II	30 / 1
Days 19 – 24	Restaurant Service II	CA 132, KL II-S	30 / 1
Days 25 – 30	Professional Cooking V	CA 105, PC V	30 / 2
Days 31 – 36	Professional Cooking VI	CA 106, PC VI	30 / 2
Days 37 – 42	Restaurant Production III	CA 123, KL III	30 / 1
Days 43 – 48	Restaurant Service III	CA 133, KL III-S	30 / 1
Days 49 – 54	Intro to Hospitality and Restaurant Mgmt	CA 211, HRM	30 / 2
Days 55 – 60	Catering and Volume Food Service	CA 112, CVFS	30 / 2
Every MTW	English Composition	ENG 101, ENGL	45 / 3

3rd Semester (Red Level)

Days 1 – 12	Professional Cooking VII	CA 107, PC VII	60 / 3
Day 13 – 24	International Cuisine	CA 330, IC	60 / 2
Days 25 – 30	Restaurant Production IV	CA 221, KL IV	30 / 1
Days 31 – 36	Restaurant Service IV	CA 231, KL IV-S	30 / 1
Days 37 – 42	Nutrition	NUT 201, NUTR	30 / 2
Days 43 – 48	Controlling Costs	MAT 102, CFC	30 / 2
Days 49 – 54	Molecular Gastronomy	CA 334, MG	30 / 2
Days 55 – 60	Advanced International Cuisine	CA 333, AIC	30 / 1
Every MTW	Psychology for Leadership	PSY 201, PSY	45 / 3

4th Semester (Green Level)

Days 1 – 6	Restaurant Production V	CA 222, KL V	30 / 1
Days 7 – 12	Restaurant Service V	CA 232, KL V-S	30 / 1
Days 13 – 18	Wine Fundamentals	CA 311, WF	30 / 2
Days 19 – 24	Career Management	LS 200, CM	30 / 2
Days 25 – 36	American Regional Cuisine	CA 331, ARC	60 / 2
Days 37 – 48	Cajun and Creole Cuisine	CA 332, CC	60 / 2
Days 49 – 54	Restaurant Production VI	CA 223, KL VI	30 / 1

Days 55 – 60	Restaurant Service VI	CA 233, KL VI-S	30 / 1
--------------	-----------------------	-----------------	--------

AOS Graduation 1335/65

ADVANCED BAKING AND PASTRY CONCENTRATION

<u>1st Semester (White Level)</u>	<u>Clock Hours/Semester Credits</u>
--	-------------------------------------

Days 1 – 6	ServSafe® Food Safety and Sanitation	CA 111, SS	30 / 2
Days 7 – 12	Professional Cooking I	CA 101, PC I	30 / 2
Days 13 – 18	Restaurant Production and Service I	CA 121, KL I	30 / 1
Days 19 – 24	Bread Basics	CA 109, BB	30 / 1
Days 25 – 36	Professional Cooking II	CA 102, PC II	60 / 4
Days 37 – 48	Professional Cooking IV	CA 104, PC IV	60 / 4
Days 49 – 60	Professional Cooking III	CA 103, PC III	60 / 2
	Or Introduction to Baking and Pastry	CA110, IBP	60 / 2
Every MTW	Essentials of Math	MAT 101, MATH	45 / 3

2nd Semester (Blue Level)

Days 1 – 12	Professional Cooking III	CA 103, PC III	60 / 2
	Or Introduction to Baking and Pastry	CA 110, IBP	60 / 2
Days 13 – 18	Restaurant Production II	CA 122, KL II	30 / 1
Days 19 – 24	Restaurant Service II	CA 132, KL II-S	30 / 1
Days 25 – 30	Professional Cooking V	CA 105, PC V	30 / 2
Days 31 – 36	Professional Cooking VI	CA 106, PC VI	30 / 2
Days 37 – 42	Restaurant Production III	CA 123, KL III	30 / 1
Days 43 – 48	Restaurant Service III	CA 133, KL III-S	30 / 1
Days 49 – 54	Intro to Hospitality and Restaurant Mgmt	CA 211, HRM	30 / 2
Days 55 – 60	Catering and Volume Food Service	CA 112, CVFS	30 / 2
Every MTW	English Composition	ENG 101, ENGL	45 / 3

3rd Semester (Red Level)

Days 1 – 12	Dessert Production	CA 150, DP	60 / 3
Day 13 – 24	Cake and Entremet Methods	CA 348, CEM	60 / 2
Days 25 – 30	Restaurant Production IV	CA 221, KL IV	30 / 1
Days 31 – 36	Restaurant Service IV	CA 231, KL IV-S	30 / 1
Days 37 – 42	Nutrition	NUT 201, NUTR	30 / 2
Days 43 – 48	Controlling Costs	MAT 102, CFC	30 / 2
Days 49 – 60	Advanced Boulangerie	CA 344, AB	60 / 3
Every MTW	Psychology for Leadership	PSY 201, PSY	45 / 3

4th Semester (Green Level)

Days 1 – 6	Restaurant Production V	CA 222, KL V	30 / 1
Days 7 – 12	Restaurant Service V	CA 232, KL V-S	30 / 1
Days 13 – 18	Wine Fundamentals	CA 311, WF	30 / 2
Days 19 – 24	Career Management	LS 200, CM	30 / 2
Days 25 – 30	Custom Cakes	CA 345, CCK	30 / 1
Days 31 – 36	Confections	CA 346, CF	30 / 1
Days 37 – 48	Centerpiece Display	CA 347, CD	60 / 2
Days 49 – 54	Restaurant Production VI	CA 223, KL VI	30 / 1
Days 55 – 60	Restaurant Service VI	CA 233, KL VI-S	30 / 1

AOS IN HOSPITALITY AND CULINARY MANGEMENT

The educational objective of the AOS in Hospitality and Culinary Management degree program is to provide high quality training and a conceptual understanding of management skills within the hospitality and culinary industry; to prepare students for entry into mid to upper-level positions in the hospitality industry; and to equip students with the skills necessary for advancement and new enterprise during a hospitality and/or culinary management career. While enrolled, students are required to complete an internship, with a management focus.

At this time, there are no national or state legal requirements for licensure for management professionals in the hospitality or culinary industry. Additionally, there are no unique requirements for career paths or for employment and advancement opportunities within this industry. Finally, courses are offered in order, once per semester.

Curriculum: 1545 Clock Hours / 80 Semester Credit Hours

Normal Program Length: 16 months/4 semesters (excluding holidays and semester breaks)

<u>1st Semester (White Level)</u>		<u>Clock Hours / Semester Credits</u>	
Days 1 – 6	ServSafe® Food Safety and Sanitation	HCM 111, SS	30 / 2
Days 7 – 12	Introduction to Kitchen Basics	HCM 113, KB	30 / 2
Days 13 – 24	Food Production for Hospitality Managers	HCM 101, FPH	60 / 2
Days 25 – 36	Nutrition	NUT 201, NUT	60 / 4
Days 37 – 42	Hospitality and Restaurant Management	HCM 211, HRM	30 / 2
Days 43 – 48	Catering and Volume Food Service	HCM 112, CVFS	30 / 2
Days 49 – 51	Introduction to Art	ART 101, ART	15 / 1
Days 52 – 60	Controlling Costs	MAT 102, CFC	45 / 3
Every MTW	Essentials of Math	MAT 101, MATH	45 / 3
<u>2nd Semester (Blue Level)</u>		<u>Clock Hours / Semester Credits</u>	
Days 1 – 3	Introduction to Information Systems	HCM 102, IIS	15 / 1
Days 4 – 6	Introduction to Professional Seminar Project	HCM 121, IPSP	15 / 1
Days 7 – 12	Trends in the Hospitality Industry	HCM 131, THI	30 / 2
Days 13 – 24	Small Business Development and Entrepreneurship	HCM 301, SBDE	60 / 4
Days 25 – 36	Hospitality Accounting	HCM 232, HA	60 / 4
Days 37 – 42	Etiquette	HCM 135, ETQ	30 / 1
Days 43 – 48	Professional Seminar Project I	HCM 122, PSP I	30 / 1
Days 49 – 60	Facility Management and General Operations	HCM 302, FMGO	60 / 4
Every MTW	English Composition	ENG 101, ENGL	45 / 3
<u>3rd Semester (Red Level)</u>		<u>Clock Hours / Semester Credits</u>	
Days 1 – 9	Wine Fundamentals	HCM 311, WF	45 / 3
Days 10 – 15	Design Concepts for Hospitality	HCM 242, DCH	30 / 2
Days 16 – 24	Dining Room Management	HCM 243, DRM	45 / 2
Days 25 – 30	Bar and Beverage Management	HCM 244, BBM	30 / 2
Days 31 – 36	Professional Seminar Project II	HCM 221, PSP II	30 / 1
Days 37 – 45	Human Resource Management and Supervision	HCM 303, HRMS	45 / 3

Every MTW	Psychology for Leadership	PSY 201, PSYC	45 / 3
-----------	---------------------------	---------------	--------

4th Semester (Green Level)

Clock Hours / Semester Credits

Days 1 – 6	Financial Analysis	HCM 251, FA	30 / 2
Days 7 – 12	Professional Communications	HCM 132, PCM	30 / 2
Days 13 – 18	Hospitality and Restaurant Marketing	HCM 252, HMKT	30 / 2
Days 19 – 24	Travel and Tourism	HCM 133, TT	30 / 2
Days 25 – 30	Food Appreciation Across Cultures	HCM 134, FAAC	30 / 2
Days 31 – 36	Professional Seminar Project III	HCM 222, PSP III	30 / 1
Days 37 – 42	Quality Management	HCM 304, QM	30 / 2
Days 43 – 45	Professional Seminar Project Presentation	HCM 223, PSPP	15 / 1

While Enrolled	Hospitality and Culinary Management Internship	INT101M, INTM	360 / 8
----------------	--	---------------	---------

AOS Graduation

1545/80

Specific Competencies and Certifications Offered

ASSOCIATE OF OCCUPATIONAL STUDIES (AOS) IN CULINARY ARTS

Training is job-oriented. Training provides graduates with the necessary competencies for employment in the field for which trained. The level of occupations for which students are trained is at least for an entry to mid-level position with skills to advance as a chef, or baker in the food service industry. Upon successful completion of the program, the graduate will be able to:

ADVANCED CULINARY ARTS CONCENTRATION

- Develop an understanding of the principles involved in the preparation of food using all of the cooking procedures available in commercial kitchens;
- Acquire an ability to prepare breads, pastries, desserts, appetizers, soups, sauces, garde manger, charcuterie items and entrees;
- Acquire the ability to identify, fabricate, and portion meats, poultry and fish;
- Gain experience in using small and large commercial kitchen and bakery equipment;
- Learn and implement appropriate sanitation, hygiene and safety procedures while preparing, cooking and handling foodstuffs;
- Demonstrate the ability to convert recipes and accurately weigh and measure ingredients for recipes;
- Develop an understanding of the principles of nutrition, and be able to plan and prepare nutritionally balanced menus;
- Demonstrate an ability to organize cost control in a food service operation;
- Develop knowledge of the opportunities for employment in the field of Culinary Arts;
- Keep accurate records of purchases and inventory and learn the principles of food and beverage purchasing;
- Execute various types and styles of tableside service techniques;
- Develop table service skills and dining room service management skills;
- Understand the history, evolution and international diversity of the Culinary Arts;
- Develop a personal sense of professionalism necessary for working successfully in a professional food service facility in a supervisory capacity; and
- Demonstrate an ability to properly plan a menu and appropriately design a food service facility with the proper space, equipment and work flow to serve the menu.

ADVANCED BAKING AND PASTRY CONCENTRATION

- Develop an understanding of the principles involved in the preparation of relevant foods using all of the cooking/baking procedures available in commercial kitchens and bakeshops;
- Acquire an ability to prepare breads, pastries, desserts, sauces, cookies, chocolates, candies, cakes, icings and decorative sugarwork;
- Learn and implement basic principles of art and design;
- Learn and implement basic art techniques and apply them to pastry items and projects;
- Gain experience in using small and large commercial kitchen and bakery equipment;
- Learn and implement appropriate sanitation, hygiene and safety procedures while preparing, baking and handling foodstuffs;
- Demonstrate the ability to convert recipes and accurately weigh and measure ingredients for recipes;
- Develop an understanding of the principles of nutrition, and be able to plan and prepare nutritionally balanced menus;
- Demonstrate an ability to organize cost control in a food service operation;
- Develop knowledge of the opportunities for employment in the field of Culinary Arts;
- Keep accurate records of purchases and inventory and learn the principles of food and beverage purchasing;
- Understand the history, evolution and international diversity of the Culinary Arts; and
- Develop a personal sense of professionalism necessary for working successfully in a professional food service facility in a supervisory capacity.

The Louisiana Culinary Institute (LCI) also prepares the students in its programs for the workforce by offering certification with the National Restaurant Association Educational Foundation's (NRAEF) ManageFirst Program® in ServSafe® Food Safety and Sanitation, Hospitality and Restaurant Management, Nutrition, Inventory and Purchasing, and Controlling Foodservice Costs. Students in the Associate of Occupational Studies in Culinary Arts – Advanced Culinary Arts concentration are also offered certification in Customer Service.

Additionally, because LCI is accredited by the American Culinary Federation (ACF) Education Foundation's Accrediting Commission, students successfully completing the AOS in Culinary Arts degree program may receive a certification designation through the ACF. Specifically, LCI's final written exam and final practical exam, coupled with the coursework completed in the AOS in Culinary Arts program, fulfill the requirements for the Certified Culinarian® and Certified Pastry Culinarian® credentials. Upon graduation, students may apply directly to the ACF for receipt of the certification designation.

AOS IN HOSPITALITY AND CULINARY MANGEMENT

Training is job-oriented. Training provides graduates with the necessary competencies for employment in the field for which trained. The level of occupations for which students are trained is at least for an entry to mid-level position with skills to advance in the hospitality or food service industry. Upon successful completion of the program, the graduate will be able to:

- Develop an understanding of the basic principles involved in the preparation of food and understanding all of the cooking procedures utilized in commercial kitchens;
- Learn and implement appropriate sanitation, hygiene and safety procedures while working in the hospitality industry;
- Demonstrate the ability to convert recipes and accurately weigh and measure ingredients for recipes;

- Develop an understanding of the principles of nutrition, and be able to plan and prepare nutritionally balanced menus;
- Understand the importance of organizing and implementing cost control protocol, financial analysis systems, and marketing programs in the hospitality industry;
- Learn the history of and fundamentals associated with properly managing wine and beverage programs in the hospitality industry;
- Understand proper etiquette, table service skills, and dining room service management skills;
- Understand the history, evolution, culinary trends, and cultural diversity of food across cultural boundaries;
- Understand the importance of travel and tourism as they relate to the field of hospitality management;
- Learn the skills necessary to utilize commonly found technology and information systems within the hospitality industry;
- Understand the philosophies and procedures associated with the entrepreneurial and small business processes;
- Learn the techniques necessary to be a respected supervisor while understanding the importance of managing human resources; and
- Complete a multi-semester long professional seminar project prior to program completion.

LCI also prepares the students in its programs for the workforce by offering certification with the NRAEF ManageFirst Program® in ServSafe® Food Safety and Sanitation, Customer Service, Hospitality and Restaurant Management, Nutrition, Inventory and Purchasing, Controlling Foodservice Costs, Hospitality Accounting, Bar and Beverage Management, Human Resource Management and Supervision, and ServSafe® Alcohol.

Finally, students may be eligible to receive a ManageFirst Professional® (MFP) Credential through the National Restaurant Association Educational Foundation (NRAEF). This requires successful completion, including earning the associated ManageFirst Program™ certificates, of the following courses:

Core Credential Topics

Controlling Foodservice Costs
 Hospitality and Restaurant Management
 Human Resources Management and Supervision
 ServSafe®

AND

(1 of any of the following courses)

Foundation Topics

Customer Service
 Principles of Food and Beverage Management*
 Purchasing
 Hospitality Accounting
 Bar and Beverage Management
 Nutrition
 Hospitality and Restaurant Marketing
 ServSafe Alcohol®

AND

800 Industry Work Hours (paid or unpaid – documentation required)

*Course not offered at LCI.

Receipt of the MFP credential is not guaranteed and any fees associated with the MFP credential, if any, are not included in LCI's tuition or fees. It is the student's responsibility to apply for and supply the required documentation to the NRAEF regarding the MFP credential, and to pay any fees, if required. LCI will assist in providing the student with transcripts and certificates, upon request.

Class Hours

Students are expected to attend all classes as scheduled by the Louisiana Culinary Institute. Classes are held at the following times:

Associate of Occupational Studies in Culinary Arts

Advanced Culinary Arts Concentration – Classes are held Monday through Thursday, from 8:00 am to 1:45 pm. This is 5 hours per day, 4 days per week, for a weekly total of 20 hours (minus 45 minutes per day for lunch). Additionally, students, who do not have transfer credits for appropriate General Education classes, will have class every Monday, Tuesday and Wednesday from 2:00 pm – 2:50 pm (for the first 3 semesters). This will bring those students' weekly total to 23 hours (minus 45 minutes per day for lunch).

Advanced Baking and Pastry Concentration – Classes are held Monday through Thursday, from 8:00 am to 1:45 pm. This is 5 hours per day, 4 days per week, for a weekly total of 20 hours (minus 45 minutes per day for lunch). Additionally, students, who do not have transfer credits for appropriate General Education classes, will have class every Monday, Tuesday and Wednesday from 2:00 pm – 2:50 pm (for the first 3 semesters). This will bring those students' weekly total to 23 hours (minus 45 minutes per day for lunch).

Associate of Occupational Studies in Hospitality and Culinary Management

Classes are held Monday through Thursday, from 8:00 am to 1:45 pm. This is 5 hours per day, 4 days a week, for a weekly total of 20 hours (minus 45 minutes per day for lunch). Additionally, students who do not have transfer credits for appropriate General Education classes, will have class every Monday, Tuesday and Wednesday from 2:00 pm – 2:50 pm (for the first 3 semesters). This will bring those students' weekly total to 23 hours (minus 45 minutes per day for lunch).

Course Descriptions

ASSOCIATE OF OCCUPATIONAL STUDIES (AOS) IN CULINARY ARTS

ADVANCED CULINARY ARTS CONCENTRATION

1st Semester (White Level)

CA 111-ServSafe® Food Safety and Sanitation (30 Lecture Clock Hours/ 2 Semester Credit Hours) – This course is designed to instruct the student in the basic principles of sanitation and sanitary requirements following a HACCP program in receiving, storing, pre-preparation, and cooking and handling foods in a commercial kitchen. Special emphasis is given to time/temperature control, cross-contamination, and personal hygiene. This is the National Restaurant Association Educational Foundation's (NRAEF) nationally recognized ServSafe® Course and is a Core Credential for the NRAEF ManageFirst Program®. Students are eligible to take the NRAEF certification test upon completion of this course to obtain the ServSafe® Sanitation Certification which is valid for five years. *Cross Listed with HCM 111.*

CA 101-Professional Cooking I (30 Lecture Clock Hours/ 2 Semester Credit Hours) – This course introduces the history of French Classic Haute Cuisine and teaches the fundamentals of professional cooking techniques using moist and dry methods in a commercial food service facility. Students are introduced to basic nutrition and are taught how to incorporate proper nutrition into their dishes. Students are also introduced to the fundamentals of recipe writing and interpretation, as well as the different types of menus used in commercial food service. The student learns how to properly utilize commercial food equipment in a safe and sanitary manner. Pre-preparation techniques are covered with emphasis on the proper use and handling of kitchen knives.

CA 121-Restaurant Production and Service I (30 Lab Clock Hours/ 1 Semester Credit Hour) – Students are introduced to the commercial kitchen and shown how to use and work with the equipment to practice their pre-preparation techniques in learning mise en place. This kitchen laboratory emphasizes proper pre-preparation methods and mise en place. Students are taught how to prep food items for proper cooking and are shown the proper techniques for using all commercial kitchen equipment safely. Proper use of knives is demonstrated with ample time allowed for the students to practice knife cutting techniques.

CA 109-Bread Basics (30 Lab Clock Hours/ 1 Semester Credit Hour) – This course covers basic bread production. The students will gain an understanding of working with breads through study and manipulative skills. Lean, Rich, and laminated breads will be included.

CA 102-Professional Cooking II (60 Lecture Clock Hours/ 4 Semester Credit Hours) – Students are introduced to the use and production of stocks, sauces and soups. The fundamentals of stock making are taught and the students are shown specific stock-making techniques. Students are then shown how to produce the five lead sauces using the stocks produced as well the fundamentals of making clear, thick and National soups.

CA 104-Professional Cooking IV (60 Lecture Clock Hours/ 4 Semester Credit Hours) – Students learn the basics of vegetable and starch cookery as well as the understanding of vegetarian diets. The students learn to identify, handle, process and cook commonly used vegetables, starches, legumes, grains and pasta as well as how to control texture, flavor and color changes and nutrient losses. Students also learn the dynamics of vegetarian diets and how to plan nutritious vegetarian menus.

CA 103-Professional Cooking III (60 Lab Clock Hours/ 2 Semester Credit Hours) – Students learn the basics of meat, poultry and seafood cookery. The students learn to identify the primal cuts of beef, lamb, veal and pork and list the fabricated cuts from each of them. The composition and structure of meat is described in terms of the relationship of the proper cooking techniques used in its cooking. Students are taught the proper handling and cooking of poultry, utilizing both dry and moist heat cooking methods with emphasis of the correct procedure used for the “slow-roasting” of large birds.

OR

CA 110-Introduction to Baking and Pastry (60 Lab Clock Hours/ 2 Semester Credit Hours) – This course covers the fundamentals of the commercial kitchen bakeshop. Students are taught the fundamentals of bakeshop principles in relationship to how they are applied in cakes, pastries, cookies, ice creams, sorbets and pie production in a commercial bakery.

MAT 101-Essentials of Math (Mathematics) (45 Lecture Clock Hours/ 3 Semester Credit Hours) – This course encompasses the basics of practical math. This course offers a comprehensive

introduction to the concepts and applications of mathematics utilizing skill building modules which prepare the student with the skills and competencies that they will need to enter the workforce.

2nd Semester (Blue Level)

CA 103-Professional Cooking III (60 Lab Clock Hours/ 2 Semester Credit Hours) – Students learn the basics of meat, poultry and seafood cookery. The students learn to identify the primal cuts of beef, lamb, veal and pork and list the fabricated cuts from each of them. The composition and structure of meat is described in terms of the relationship of the proper cooking techniques used in its cooking. Students are taught the proper handling and cooking of poultry, utilizing both dry and moist heat cooking methods with emphasis of the correct procedure used for the “slow-roasting” of large birds.

OR

CA 110-Introduction to Baking and Pastry (60 Lab Clock Hours/ 2 Semester Credit Hours) – This course covers the fundamentals of the commercial kitchen bakeshop. Students are taught the fundamentals of bakeshop principles in relationship to how they are applied in cakes, pastries, cookies, ice creams, sorbets and pie production in a commercial bakery.

CA 122-Restaurant Production II (30 Lab Clock Hours/ 1 Semester Credit Hour) – The laboratory class is designed for students to practice proper cooking techniques in commercial food service. Students are given an extensive review of cooking techniques and procedures, measurements, knife skills and mise en place and are required to prepare and serve examples of each technique and procedure on meats, poultry, seafood, vegetables and starches for the faculty/staff/student meal service.

CA 132-Restaurant Service II (30 Lab Clock Hours/ 1 Semester Credit Hour) – The laboratory class is designed for students to practice proper serving techniques in commercial food service. Students learn proper serving techniques and wait staff service management. At the end of this course, students take the National Restaurant Association Educational Foundation’s (NRAEF) ManageFirst® certification test for front of the house service management.

CA 105–Professional Cooking V (30 Lecture Clock Hours/ 2 Semester Credit Hours) – Students learn the basics of salads, sandwiches, and hors d’oeuvres cookery, as well as the basics of hot and cold food presentation and garnish. Students are introduced to the types of salads produced in food service and their preparation techniques. Techniques for the production of different types of sandwiches are demonstrated as well as the preparation and proper production of hors d’oeuvres. The students are also taught the importance of presenting food attractively and are shown techniques in the use of the balance of color, shape and texture to do so. Students are also taught how to make and use garnishes for use in presenting food more attractively.

CA 106–Professional Cooking VI (30 Lecture Clock Hours/ 2 Semester Credit Hours) – Students learn the basics of breakfast cookery, dairy products and breakfast beverages. Students learn breakfast cookery with a focus on the many types of egg production, breakfast breads and breakfast meats. Students also learn the various types and production of dairy products including a good overall introduction to cheeses. Proper coffee and tea service is also taught in this course.

CA 123-Restaurant Production III (30 Lab Clock Hours/ 1 Semester Credit Hour) – Students practice their cooking techniques in preparing menu courses for the faculty/staff/student meal service. The emphasis in this kitchen laboratory is for students to hone their cooking skills in preparing meats,

poultry, seafood, vegetables and starches utilizing both moist and dry heat cooking methods appropriately.

CA 133-Restaurant Service III (30 Lab Clock Hours/ 1 Semester Credit Hour) – Students practice their techniques in serving food menu courses for the faculty/staff/student meal service. Students cultivate their front of the house service and management techniques, including training on the MICROS system.

CA 211-Introduction to Hospitality and Restaurant Management (30 Lecture Hours/ 2 Semester Credit Hours) – This course is designed as an overview and introduction to the hospitality and restaurant management industry, with a specific focus on leadership and management techniques. As a National Restaurant Association Educational Foundation's (NRAEF) ManageFirst® Program Core Credential course, students are eligible to take an NRAEF certification test at the end of this course. *Cross Listed with HCM 211.*

CA 112-Catering and Volume Food Service (30 Lecture Clock Hours/ 2 Semester Credit Hours) – This is an introductory course on catering for food service and hospitality managers which utilizes sound guidelines and a practical approach to operating and managing a catering business. The course includes the guidelines on how to do on and off premise catering, hire and manage catering personnel, writing a contract, sanitation, set up a kitchen, set up and use service equipment, conduct special events and kosher catering along with wine and bar service, menu making and food presentation. *Cross Listed with HCM 112.*

ENG 101-English Composition (Humanities) (45 Lecture Clock Hours/ 3 Semester Credit Hours) – This is a basic course on English grammar and composition designed to provide students with a detailed, structured approach to composition using the three steps of the writing process: prewriting, writing and rewriting. The course includes a review of grammar, offers opportunities for general and career-focused writing, and encourages improvement through addressing the writer's audience and purpose and by providing tools for proofreading and editing.

3rd Semester (Red Level)

CA 107-Professional Cooking VII (30 Lecture Clock Hours and 30 Lab Clock Hours/ 3 Semester Credit Hours) – The student learns the fundamentals of charcuterie and classic cold food production. Students learn to prepare dry-cured and brine-cured foods; how to properly cold and hot smoke foods; and prepare fresh, cured and smoked sausages. An introduction to the techniques used in making classic chaud-froid and mayonnaise chaud-froid is given and the students learn how to make and use aspic for the production of pates, terrines and forcemeats. Students learn to prepare galantines and ballotines and the proper ways to handle and cook foie gras.

CA 330-International Cuisine (60 Lab Clock Hours/ 2 Semester Credit Hours) – This is a comprehensive course on International Cookery. This course provides the student with an explanation of the development of cuisines, as well as a historical background and recipes from the cookery of Europe, Africa, the Middle East, Asia, Australia, and Latin America.

CA 221-Restaurant Production IV (30 Lab Clock Hours/ 1 Semester Credit Hour) – Students continue to use their cooking techniques in preparing menu items for the faculty/staff/student meal service. This kitchen production laboratory is designed for the student to continue practicing the proper cooking methods in preparing quality food menu items with special emphasis on the more advanced recipes.

CA 231-Restaurant Service IV (30 Lab Clock Hours/ 1 Semester Credit Hour) – Students continue to use their learned techniques in serving food and beverage menu items for the faculty/staff/student meal service. Additionally, students demonstrate proficiency in front of the house service.

NUT 201-Nutrition (Natural or Applied Science) (30 Lecture Clock Hours/ 2 Semester Credit Hours) – This course is thorough overview of basic nutrition. This course offers the student a thorough and up-to-date overview of information on nutrition and diet and includes topics such as the latest Dietary Guidelines for Americans, My Pyramid, balanced menu options, basic principles of food presentation, meeting special dietary needs, and weight management. At the end of this course, students take the National Restaurant Association Educational Foundation’s (NRAEF) ManageFirst® certification test.

MAT 102-Controlling Costs (Mathematics) (30 Lecture Clock Hours/ 2 Semester Credit Hours) – This course focuses on the mathematics and decision-making required to control the costs within the foodservice industry. Topics include accounting and profitability, as well as other necessary components needed to effectively and successfully manage a restaurant. Upon completion, students are eligible to take 2 National Restaurant Association Educational Foundation (NRAEF) ManageFirst Program® certification tests.

CA 334-Molecular Gastronomy (30 Lecture Clock Hours/ 2 Semester Credit Hours) – This course focuses on fundamental food science concepts that transforms tastes, nutritional values, and textures of foods into an innovative and new dining experience. Instructor-led and hands-on demonstrations will emphasize the chemical, physical, and biological changes to food during processing and storage.

CA 333-Advanced International Cuisine (30 Lab Clock Hours/ 1 Semester Credit Hour) – In this course students will explore cuisines of countries not covered in CA 330 – International Cuisine. Students will be provided with an explanation of the development of cuisines, as well as a historical background and recipes from the cookery of Asia.

PSY 201-Psychology for Leadership (Behavioral Science) (45 Lecture Clock Hours/ 3 Semester Credit Hours) – This course is a study of the psychology used by leaders and managers in the business world. This course covers the many aspects of psychology needed by leaders and managers in today’s businesses in order to manage personnel more effectively. The course subjects include psychology for successful leading, forging a common direction, working together, making use of problems and barriers, and becoming leaders.

4th Semester (Green Level)

CA 222-Restaurant Production V (30 Lab Clock Hours/ 1 Semester Credit Hour) – Students learn “A La Carte” production techniques and procedures used in full service restaurants while cooking food menu courses for the faculty/staff/student meal service.

CA 232-Restaurant V (30 Lab Clock Hours/ 1 Semester Credit Hour) – Students continue to demonstrate proficiency in front of the house service techniques, as well as focusing on front of the house management techniques. Students begin to learn table-side service and higher service standards.

CA 311-Wine Fundamentals (30 Lecture Hours / 2 Semester Credit Hours) – This is a thorough introductory course on wine which presents culinary arts and hospitality students with the practical and detailed knowledge necessary to manage wine and wine sales. The course encompasses the basics of

wine, the wine regions of the world, types of wine and the business of wine. *Cross Listed with HCM 311.*

LS 200 – Career Management (Humanities) (30 Lecture Clock Hours/ 2 Semester Credit Hours) – This course provides students with an overview of skills they learned in previous courses relating to achieving success in the workplace. Specific topics include transforming personal interests into professional goals; searching for, securing, and maintaining employment; seeking out and making networking opportunities; and professional development.

CA 331-American Regional Cuisine (60 Lab Clock Hours/ 2 Semester Credit Hours) – This is a comprehensive course on American Regional Cuisine, focusing on the diversity, distinction and essence of the eleven regional culinary traditions of the United States. This course includes history and the differing techniques and procedures used within each region. Recipes are drawn from every part of the menu, offering a range of complete meals for each culinary style.

CA 332-Cajun and Creole Cuisine (60 Lab Clock Hours/2 Semester Credit Hours) – This is an intense course on Cajun and Creole Cuisine. This course encompasses the centuries of history and unique blending of the nations and cultures that make up the cuisine of Louisiana. The history and culture are accompanied by a thorough instruction on the various techniques and procedures used in this cuisine as well as specific recipes and food products from Louisiana.

CA 223-Restaurant Production VI (30 Lab Clock Hours/ 1 Semester Credit Hour) – Students continue to hone their A La Carte production techniques while focusing on managing the kitchen to produce the faculty/staff/student meal.

CA 233-Restaurant Service VI (30 Lab Clock Hours/ 1 Semester Credit Hour) – Students continue to hone their serving techniques while focusing on managing the front of the house in a fine-dining establishment.

ADVANCED BAKING AND PASTRY CONCENTRATION

1st Semester (White Level)

CA 111-ServSafe® Food Safety and Sanitation (30 Lecture Clock Hours/ 2 Semester Credit Hours) – This course is designed to instruct the student in the basic principles of sanitation and sanitary requirements following a HACCP program in receiving, storing, pre-preparation, and cooking and handling foods in a commercial kitchen. Special emphasis is given to time/temperature control, cross-contamination, and personal hygiene. This is the National Restaurant Association Educational Foundation's (NRAEF) nationally recognized ServSafe® Course and is a Core Credential for the NRAEF ManageFirst Program®. Students are eligible to take the NRAEF certification test upon completion of this course to obtain the ServSafe® Sanitation Certification which is valid for five years. *Cross Listed with HCM 111.*

CA 101-Professional Cooking I (30 Lecture Clock Hours/ 2 Semester Credit Hours) – This course introduces the history of French Classic Haute Cuisine and teaches the fundamentals of professional cooking techniques using moist and dry methods in a commercial food service facility. Students are introduced to basic nutrition and are taught how to incorporate proper nutrition into their dishes. Students are also introduced to the fundamentals of recipe writing and interpretation, as well as the different types of menus used in commercial food service. The student learns how to properly utilize

commercial food equipment in a safe and sanitary manner. Pre-preparation techniques are covered with emphasis on the proper use and handling of kitchen knives.

CA 121-Restaurant Production and Service I (30 Lab Clock Hours/ 1 Semester Credit Hour) – Students are introduced to the commercial kitchen and shown how to use and work with the equipment to practice their pre-preparation techniques in learning mise en place. This kitchen laboratory emphasizes proper pre-preparation methods and mise en place. Students are taught how to prep food items for proper cooking and are shown the proper techniques for using all commercial kitchen equipment safely. Proper use of knives is demonstrated with ample time allowed for the students to practice knife cutting techniques.

CA 109-Bread Basics (30 Lab Clock Hours/ 1 Semester Credit Hour) – This course covers basic bread production. The students will gain an understanding of working with breads through study and manipulative skills. Lean, Rich, and laminated breads will be included.

CA 102-Professional Cooking II (60 Lecture Clock Hours/ 4 Semester Credit Hours) – Students are introduced to the use and production of stocks, sauces and soups. The fundamentals of stock making are taught and the students are shown specific stock-making techniques. Students are then shown how to produce the five lead sauces using the stocks produced as well the fundamentals of making clear, thick and National soups.

CA 104-Professional Cooking IV (60 Lecture Clock Hours/ 4 Semester Credit Hours) – Students learn the basics of vegetable and starch cookery as well as the understanding of vegetarian diets. The students learn to identify, handle, process and cook commonly used vegetables, starches, legumes, grains and pasta as well as how to control texture, flavor and color changes and nutrient losses. Students also learn the dynamics of vegetarian diets and how to plan nutritious vegetarian menus. Prerequisite: None.

CA 103-Professional Cooking III (60 Lab Clock Hours/ 2 Semester Credit Hours) – Students learn the basics of meat, poultry and seafood cookery. The students learn to identify the primal cuts of beef, lamb, veal and pork and list the fabricated cuts from each of them. The composition and structure of meat is described in terms of the relationship of the proper cooking techniques used in its cooking. Students are taught the proper handling and cooking of poultry, utilizing both dry and moist heat cooking methods with emphasis of the correct procedure used for the “slow-roasting” of large birds.

OR

CA 110-Introduction to Baking and Pastry (60 Lab Clock Hours/ 2 Semester Credit Hours) – This course covers the fundamentals of the commercial kitchen bakeshop. Students are taught the fundamentals of bakeshop principles in relationship to how they are applied in cakes, pastries, cookies, ice creams, sorbets and pie production in a commercial bakery.

MAT 101-Essentials of Math (Mathematics) (45 Lecture Clock Hours/ 3 Semester Credit Hours) – This course encompasses the basics of practical math. This course offers a comprehensive introduction to the concepts and applications of mathematics utilizing skill building modules which prepare the student with the skills and competencies that they will need to enter the workforce.

2nd Semester (Blue Level)

CA 103-Professional Cooking III (60 Lab Clock Hours/ 2 Semester Credit Hours) – Students learn the basics of meat, poultry and seafood cookery. The students learn to identify the primal cuts of beef, lamb, veal and pork and list the fabricated cuts from each of them. The composition and structure of meat is described in terms of the relationship of the proper cooking techniques used in its cooking. Students are taught the proper handling and cooking of poultry, utilizing both dry and moist heat cooking methods with emphasis of the correct procedure used for the “slow-roasting” of large birds.

OR

CA 110-Introduction to Baking and Pastry (60 Lab Clock Hours/ 2 Semester Credit Hours) – This course covers the fundamentals of the commercial kitchen bakeshop. Students are taught the fundamentals of bakeshop principles in relationship to how they are applied in cakes, pastries, cookies, ice creams, sorbets and pie production in a commercial bakery.

CA 122-Restaurant Production II (30 Lab Clock Hours/ 1 Semester Credit Hour) – The laboratory class is designed for students to practice proper cooking techniques in commercial food service. Students are given an extensive review of cooking techniques and procedures, measurements, knife skills and mise en place and are required to prepare and serve examples of each technique and procedure on meats, poultry, seafood, vegetables and starches for the faculty/staff/student meal service.

CA 132-Restaurant Service II (30 Lab Clock Hours/ 1 Semester Credit Hour) – The laboratory class is designed for students to practice proper serving techniques in commercial food service. Students learn proper serving techniques and wait staff service management. At the end of this course, students take the National Restaurant Association Educational Foundation’s (NRAEF) ManageFirst® certification test for front of the house service management.

CA 105–Professional Cooking V (30 Lecture Clock Hours/ 2 Semester Credit Hours) – Students learn the basics of salads, sandwiches, and hors d’oeuvres cookery, as well as the basics of hot and cold food presentation and garnish. Students are introduced to the types of salads produced in food service and their preparation techniques. Techniques for the production of different types of sandwiches are demonstrated as well as the preparation and proper production of hors d’oeuvres. The students are also taught the importance of presenting food attractively and are shown techniques in the use of the balance of color, shape and texture to do so. Students are also taught how to make and use garnishes for use in presenting food more attractively.

CA 106–Professional Cooking VI (30 Lecture Clock Hours/ 2 Semester Credit Hours) – Students learn the basics of breakfast cookery, dairy products and breakfast beverages. Students learn breakfast cookery with a focus on the many types of egg production, breakfast breads and breakfast meats. Students also learn the various types and production of dairy products including a good overall introduction to cheeses. Proper coffee and tea service is also taught in this course.

CA 123-Restaurant Production III (30 Lab Clock Hours/ 1 Semester Credit Hour) – Students practice their cooking techniques in preparing menu courses for the faculty/staff/student meal service. The emphasis in this kitchen laboratory is for students to hone their cooking skills in preparing meats, poultry, seafood, vegetables and starches utilizing both moist and dry heat cooking methods appropriately.

CA 133-Restaurant Service III (30 Lab Clock Hours/ 1 Semester Credit Hour) – Students practice their techniques in serving food menu courses for the faculty/staff/student meal service. Students

cultivate their front of the house service and management techniques, including training on the MICROS system.

CA 211-Introduction to Hospitality and Restaurant Management (30 Lecture Hours/ 2 Semester Credit Hours) – This course is designed as an overview and introduction to the hospitality and restaurant management industry, with a specific focus on leadership and management techniques. As a National Restaurant Association Educational Foundation's (NRAEF) ManageFirst® Program Core Credential course, students are eligible to take an NRAEF certification test at the end of this course. *Cross Listed with HCM 211.*

CA 112-Catering and Volume Food Service (30 Lecture Clock Hours/ 2 Semester Credit Hours) – This is an introductory course on catering for food service and hospitality managers which utilizes sound guidelines and a practical approach to operating and managing a catering business. The course includes the guidelines on how to do on and off premise catering, hire and manage catering personnel, writing a contract, sanitation, set up a kitchen, set up and use service equipment, conduct special events and kosher catering along with wine and bar service, menu making and food presentation. *Cross Listed with HCM 112.*

ENG 101-English Composition (Humanities) (45 Lecture Clock Hours/ 3 Semester Credit Hours) – This is a basic course on English grammar and composition designed to provide students with a detailed, structured approach to composition using the three steps of the writing process: prewriting, writing and rewriting. The course includes a review of grammar, offers opportunities for general and career-focused writing, and encourages improvement through addressing the writer's audience and purpose and by providing tools for proofreading and editing.

3rd Semester (Red Level)

CA 150-Dessert Production (30 Lecture Clock Hours and 30 Lab Clock Hours/ 3 Semester Credit Hours) – this course will require the student to produce various desserts that are considered fundamental in baking preparations. Advanced pastry techniques, puddings, mousses, Bavarians, and plating components, along with finish techniques will be covered. The art of plate design, color, form textures, and flavor profiles will be practiced.

CA 348-Cake and Entremet Methods (60 Lab Clock Hours/ 2 Semester Credit Hours) – This course covers the different methods of cakes, fillings, and icing production. Proper panning, layering, and assembly techniques are included. Garnishing, cake masking, fondant making, decorating and piping skills, and multi-step entremets are also practiced.

CA 221-Restaurant Production IV (30 Lab Clock Hours/ 1 Semester Credit Hour) – Students continue to use their cooking techniques in preparing menu items for the faculty/staff/student meal service. This kitchen production laboratory is designed for the student to continue practicing the proper cooking methods in preparing quality food menu items with special emphasis on the more advanced recipes.

CA 231-Restaurant Service IV (30 Lab Clock Hours/ 1 Semester Credit Hour) – Students continue to use their learned techniques in serving food and beverage menu items for the faculty/staff/student meal service. Additionally, students demonstrate proficiency in front of the house service.

NUT 201-Nutrition (Natural or Applied Science) (30 Lecture Clock Hours/ 2 Semester Credit Hours) – This course is thorough overview of basic nutrition. This course offers the student a thorough

and up-to-date overview of information on nutrition and diet and includes topics such as the latest Dietary Guidelines for Americans, My Pyramid, balanced menu options, basic principles of food presentation, meeting special dietary needs, and weight management. At the end of this course, students take the National Restaurant Association Educational Foundation's (NRAEF) ManageFirst® certification test.

MAT 102-Controlling Costs (Mathematics) (30 Lecture Clock Hours/ 2 Semester Credit Hours) – This course focuses on the mathematics and decision-making required to control the costs within the foodservice industry. Topics include accounting and profitability, as well as other necessary components needed to effectively and successfully manage a restaurant. Upon completion, students are eligible to take 2 National Restaurant Association Educational Foundation (NRAEF) ManageFirst Program® certification tests.

CA 344-Advanced Boulangerie (30 Lecture Clock Hours and 30 Lab Clock Hours/ 3 Semester Credit Hours) – This course focuses on artisan and advanced bread skills and understanding. Sourdough, multigrain leavened and unleavened breads, rich holiday breads, and higher manipulative shaping skills are executed.

PSY 201-Psychology for Leadership (Behavioral Science) (45 Lecture Clock Hours/ 3 Semester Credit Hours) – This course is a study of the psychology used by leaders and managers in the business world. This course covers the many aspects of psychology needed by leaders and managers in today's businesses in order to manage personnel more effectively. The course subjects include psychology for successful leading, forging a common direction, working together, making use of problems and barriers, and becoming leaders.

4th Semester (Green Level)

CA 222-Restaurant Production V (30 Lab Clock Hours/ 1 Semester Credit Hour) – Students learn “A La Carte” production techniques and procedures used in full service restaurants while cooking food menu courses for the faculty/staff/student meal service.

CA 232-Restaurant V (30 Lab Clock Hours/ 1 Semester Credit Hour) – Students continue to demonstrate proficiency in front of the house service techniques, as well as focusing on front of the house management techniques. Students begin to learn table-side service and higher service standards.

CA 311-Wine Fundamentals (30 Lecture Hours / 2 Semester Credit Hours) – This is a thorough introductory course on wine which presents culinary arts and hospitality students with the practical and detailed knowledge necessary to manage wine and wine sales. The course encompasses the basics of wine, the wine regions of the world, types of wine and the business of wine. *Cross Listed with HCM 311.*

LS 200 – Career Management (Humanities) (30 Lecture Clock Hours/ 2 Semester Credit Hours) – This course provides students with an overview of skills they learned in previous courses relating to achieving success in the workplace. Specific topics include transforming personal interests into professional goals; searching for, securing, and maintaining employment; seeking out and making networking opportunities; and professional development.

CA 345-Custom Cakes (30 Lab Clock Hours/ 1 Semester Credit Hour) – This course is designed to cover the introduction of producing customized cakes to include themes of celebration and sculpted cakes. The practice of decorative mediums of modeling chocolate, marzipan, pastillage, and fondant are incorporated.

CA 346-Confections (30 Lab Clock Hours/ 1 Semester Credit Hour) – This course includes the practice and theory of producing a variety of candies to include: chocolate, sugar, aerated, fudge, taffy, and marshmallow.

CA 347-Centerpiece Display (60 Lab Clock Hours/2 Semester Credit Hours) – In this class, students produce showpieces through instructor led projects in the mediums of sugar, chocolate, and dead dough. Display techniques and theme composition are also included.

CA 223-Restaurant Production VI (30 Lab Clock Hours/ 1 Semester Credit Hour) – Students continue to hone their A La Carte production techniques while focusing on managing the kitchen to produce the faculty/staff/student meal.

CA 233-Restaurant Service VI (30 Lab Clock Hours/ 1 Semester Credit Hour) – Students continue to hone their serving techniques while focusing on managing the front of the house in a fine-dining establishment.

AOS IN HOSPITALITY AND CULINARY MANAGEMENT

1st Semester (White Level)

HCM 111-ServSafe® Food Safety and Sanitation (30 Lecture Clock Hours/ 2 Semester Credit Hours) – This course is designed to instruct the student in the basic principles of sanitation and sanitary requirements following a HACCP program in receiving, storing, pre-preparation, and cooking and handling foods in a commercial kitchen. Special emphasis is given to time/temperature control, cross-contamination, and personal hygiene. This is the National Restaurant Association Educational Foundation's (NRAEF) nationally recognized ServSafe® Course and is a Core Credential for the NRAEF ManageFirst Program®. Students are eligible to take the NRAEF certification test upon completion of this course to obtain the ServSafe® Sanitation Certification which is valid for five years. Prerequisite: None. *Cross Listed with CA 111.*

HCM 113-Introduction to Kitchen Basics (30 Lecture Clock Hours/ 2 Semester Credit Hours) – Students are introduced to the commercial kitchen, including how to properly utilize commercial food equipment in a safe and sanitary manner, as well as proper pre-preparation techniques in learning mise en place. Students are also introduced to the fundamentals of recipe writing and interpretation, as well as the different types of menus used in commercial food service. Prerequisite: None. *Cross Listed with CA 113.*

HCM 101 -Food Production for Hospitality Managers (60 Lab Clock Hours/ 2 Semester Credit Hours) – This course is overview of culinary production and procedures for hospitality students. Topics include establishing standards for food production and procedures for product quality; proper receiving, handling, and storage procedures; food production in quantity; and options for repurposing food and dealing with leftovers. Prerequisite: None.

NUT 201-Nutrition (60 Lecture Clock Hours/ 4 Semester Credit Hours) – This course is thorough overview of basic nutrition. This course offers the student a thorough and up-to-date overview of information on nutrition and diet and includes topics such as the latest Dietary Guidelines for Americans, My Pyramid, balanced menu options, basic principles of food presentation, meeting special dietary needs, and weight management. At the end of this course, students take the National

Restaurant Association Educational Foundation's (NRAEF) ManageFirst® certification test. Prerequisite: None.

HCM 211-Introduction to Hospitality and Restaurant Management (30 Lecture Hours/ 2 Semester Credit Hours) – This course is designed as an overview and introduction to the hospitality and restaurant management industry, with a specific focus on leadership and management techniques. As a National Restaurant Association Educational Foundation's (NRAEF) ManageFirst Program® Core Credential course, students are eligible to take an NRAEF certification test at the end of this course. Prerequisite: None. *Cross Listed with CA 211.*

HCM 112-Catering and Volume Food Service (30 Lecture Clock Hours/ 2 Semester Credit Hours) – This is an introductory course on catering for food service and hospitality managers which utilizes sound guidelines and a practical approach to operating and managing a catering business. The course includes the guidelines on how to do on and off premise catering, hire and manage catering personnel, writing a contract, sanitation, set up a kitchen, set up and use service equipment, conduct special events and kosher catering along with wine and bar service, menu making and food presentation. Prerequisite: None. *Cross Listed with CA 112.*

ART 101-Introduction to Art (15 Lecture Clock Hours/ 1 Semester Credit Hour) – This course will introduce students to the artistic concepts of design and color. Students will learn to organize the visual elements of design according to established principles. Prerequisite: None.

MAT 102-Controlling Costs (45 Lecture Clock Hours/ 3 Semester Credit Hours) – This course focuses on the mathematics and decision-making required to control the costs within the foodservice industry. Topics include accounting and profitability, as well as other necessary components needed to effectively and successfully manage a restaurant. Upon completion, students are eligible to take 2 National Restaurant Association Educational Foundation (NRAEF) ManageFirst Program® certification tests. Prerequisite: None.

MAT 101-Essentials of Math (45 Lecture Clock Hours/ 3 Semester Credit Hours) – This course encompasses the basics of practical math. This course offers a comprehensive introduction to the concepts and applications of mathematics utilizing skill building modules which prepare the student with the skills and competencies that they will need to enter the workforce. Prerequisite: None.

2nd Semester (Blue Level)

HCM 102-Introduction to Information Systems (15 Lecture Clock Hours/ 1 Semester Credit Hour) – This course provides an introduction to basic computer and information processing systems. Students are provided hands-on experience in a PC setting, including Windows based word processing, as well as spreadsheet and presentation development. Prerequisite: None.

HCM 121-Introduction to Professional Seminar Project (15 Lecture Clock Hours/ 1 Semester Credit Hour) – This is the introductory course that outlines the requirements of the Professional Seminar Project. Using lecture, discussion, independent research, and guest speakers, students will examine a wide variety of topics pertinent to the hospitality industry and formation of the student's concept for his or her final Professional Seminar Project. Prerequisite: None.

HCM 131-Trends in the Hospitality Industry (30 Lecture Clock Hours/ 2 Semester Credit Hours) – This course examines the current trends within the hospitality industry. Through lecture and research,

students will explore the evolution of the hospitality industry to what is currently leading and driving the industry. Prerequisite: None.

HCM 301-Small Business Development and Entrepreneurship (60 Lecture Clock Hours/ 4 Semester Credit Hours) – This course explores the foundation of business and entrepreneurship. Students examine business structures, ethics, and laws, as well as the qualifications required to establish a successful entrepreneurial enterprise. Prerequisite: None.

HCM 232-Hospitality Accounting (60 Lecture Clock Hours/ 4 Semester Credit Hours) – This course covers the application of basic accounting principles to hospitality industry establishments. Topics include managing cash, managing payables and receivables, exploring costs, budget preparation, profit and loss reporting, cost control, and the capital budget. This is a National Restaurant Association Educational Foundation (NRAEF) ManageFirst Program® course. Students are eligible to take the NRAEF certification test upon completion of this course. Prerequisite: None.

HCM 135-Etiquette (30 Lab Clock Hours/ 1 Semester Credit Hour) – In this course, students will explore the basic elements of dining room etiquette, and have the opportunity to practice the skills learned using role play. Other hospitality related etiquette rules will also be examined and practiced. Prerequisite: None.

HCM 122-Professional Seminar Project I (30 Lab Clock Hours/ 1 Semester Credit Hour) – This is the first of three classes in which the student will be required to complete certain benchmark assignments relating to the formation of a viable hospitality business. All research and assignments will be used to develop the student's final Professional Seminar Project. In this course, using lecture, discussion, independent research, and guest speakers, students will complete a business plan for their chosen business model. Prerequisite: HCM 121.

HCM 302-Facility Management and General Operations (60 Lecture Clock Hours/ 4 Semester Credit Hours) – This course introduces students to the procedures and systems necessary to successfully plan, develop, operate and maintain several types of hospitality facilities. Topics include the role of facilities in the hospitality industry, examination of how building systems work, basic facility management principles, legal and environmental concerns, and the costs involved in proper maintenance of a facility. Prerequisite: None.

ENG 101-English Composition (45 Lecture Clock Hours/ 3 Semester Credit Hours) – This is a basic course on English grammar and composition designed to provide students with a detailed, structured approach to composition using the three steps of the writing process: prewriting, writing and rewriting. The course includes a review of grammar, offers opportunities for general and career-focused writing, and encourages improvement through addressing the writer's audience and purpose and by providing tools for proofreading and editing. Prerequisite: None.

3rd Semester (Red Level)

HCM 311-Wine Fundamentals (45 Lecture Hours/ 3 Semester Credit Hours) – This is a thorough introductory course on wine which presents culinary arts and hospitality students with the practical and detailed knowledge necessary to manage wine and wine sales. The course encompasses the basics of wine, the wine regions of the world, types of wine and the business of wine. Prerequisite: None. *Cross Listed with CA 311.*

HCM 242-Design Concepts for Hospitality (30 Lecture Clock Hours/ 2 Semester Credit Hours) – In this course, students will explore the aesthetics and appearance of various hospitality settings, with attention to industry standards and regulations. Logo and other brand related designs will also be covered. Prerequisite: None.

HCM 243-Dining Room Management (15 Lecture Clock Hours and 30 Lab Clock Hours/ 2 Semester Credit Hours) – This course covers the principles of service in various hospitality settings. Emphasis is placed on customer service, table settings, and types of service. Students will learn the importance of point of sale systems, ordering, and communication with kitchen and bar staff, as well as dining room arrangement, flow, and timing. Service types will be demonstrated and practiced. Upon completion, students are eligible to take a National Restaurant Association Educational Foundation (NRAEF) ManageFirst Program® certification test. Prerequisite: None.

HCM 244-Bar and Beverage Management (30 Lecture Clock Hours/ 2 Semester Credits) – This course focuses on effective bar and beverage management. Starting with ServSafe® Alcohol training, the student will learn the fundamentals of responsible alcohol service. Topics will also include types of alcoholic beverages, bar management, cost controls and responsible marketing. Upon completion, students are eligible to take a National Restaurant Association Educational Foundation's (NRAEF) ManageFirst Program® certification test, as well as receive the ServSafe® Alcohol Certification. Additional information is provided on Louisiana specific laws. Prerequisite: None.

HCM 221-Professional Seminar Project II (30 Lab Clock Hours/ 1 Semester Credit Hour) – This is the second of three classes in which the student will be required to complete certain benchmark assignments relating to the formation of a viable hospitality business. All research and assignments will be used to develop the student's final Professional Seminar Project. In this course, using lecture, discussion, independent research, and guest speakers, students will expand on their previously developed business plan through more detailed planning activities. These include securing a location, designing the facility space, and further developing the business product. Prerequisite: HCM 122.

HCM 303-Human Resource Management and Supervision (45 Lecture Clock Hours/ 3 Semester Credit Hours) – This course includes the basic principles of effective human resource management and supervision. Students will explore the nuances associated with the employer – employee relationship, from recruiting competent staff, proper compensation, retention and finally termination. This is a National Restaurant Association Educational Foundation (NRAEF) ManageFirst Program® course. Students are eligible to take the NRAEF certification test upon completion of this course. Prerequisite: None.

PSY 201-Psychology for Leadership (45 Lecture Clock Hours/ 3 Semester Credit Hours) – This course is a study of the psychology used by leaders and managers in the business world. This course covers the many aspects of psychology needed by leaders and managers in today's businesses in order to manage personnel more effectively. The course subjects include psychology for successful leading, forging a common direction, working together, making use of problems and barriers, and becoming leaders. Prerequisite: None.

4th Semester (Green Level)

HCM 251-Financial Analysis (30 Lecture Clock Hours/ 2 Semester Credits) – This course requires students to analyze financial statements related to the hospitality industry through case studies. Students also examine concepts in finance, including basic forecasting, risk analysis and performance measures. Prerequisite: HCM 232.

HCM 132-Professional Communications (30 Lecture Clock Hours/ 2 Semester Credit Hours) – This course covers various writing and presentation techniques relating to situations in the hospitality industry. Students will be required to use presentation software and participate in employment interview simulations. Prerequisite: None.

HCM 252-Hospitality and Restaurant Marketing (30 Lecture Clock Hours/ 2 Semester Credit Hours) – This course explores the marketing process in the hospitality field, with special emphasis on restaurants, through understanding the market environment and customer behavior. Topics include preparing a marketing plan, advertising, public relations, and evaluating the marketing effort. This is a National Restaurant Association Educational Foundation (NRAEF) ManageFirst Program® course. Students are eligible to take the NRAEF certification test upon completion of this course. Prerequisite: None.

HCM 133-Travel and Tourism (30 Lecture Clock Hours/ 2 Semester Credit Hours) – This course examines tourism as a social, cultural and economic force. Topics include the history of travel, developed policies, marketing and current trends. Prerequisite: None.

HCM 134-Food Appreciation Across Cultures (30 Lecture Clock Hours/ 2 Semester Credit Hours) – This course surveys cuisine and native food products across diverse cultures. Students will explore sensitivities, preferences, customs and the integral nature of cuisine in various societies. Prerequisite: None.

HCM 222-Professional Seminar Project III (30 Lab Clock Hours/ 1 Semester Credit Hour) – This is the third of three classes in which the student will be required to complete certain benchmark assignments relating to the formation of a viable hospitality business. All research and assignments will be used to develop the student's final Professional Seminar Project. In this course, using lecture, discussion, independent research, and guest speakers, students will expand on their previously developed business plan through more detailed planning activities. These include staffing needs, marketing plans and an exit strategy. Prerequisite: HCM 221.

HCM 304-Quality Management (30 Lecture Hours/ 2 Semester Credit Hours) – This course examines how to achieve the quality expectations of internal and external customers and owners; techniques for assessing and implementing quality; team effectiveness and service excellence; strategic planning; and leadership qualities. Prerequisite: None.

HCM 223-Professional Seminar Project Presentation (15 Lecture Clock Hours/ 1 Semester Credit Hour) – In this course, students will present their final Professional Seminar Project to guest industry panelists, the instructor, and the class. The presenting student will be expected to answer questions on his or her final Professional Seminar Project. Prerequisite: HCM 222.

While Enrolled

INT 101M-Hospitality and Culinary Management Internship (360 Supervised Work (Internship) Hours/ 8 Semester Credit Hours) – Students complete supervised work activities in an approved Internship Site. Supporting documentation is required after each 45 hours of supervised work activity in order to receive credit.

Health and Safety, Fire, and Emergency Plans

Health and Safety Plan

To maintain a healthy and safe environment, policies concerning student health and safety are reviewed at orientation. Enforcement of safe practices and rules in the kitchen is the first priority of every member of the Louisiana Culinary Institute (LCI) campus. To emphasize the importance of this program, the following courses are in place:

- Sanitation for Food Service which introduces students to proper food service techniques;
- Professional Cooking I, which reviews safety procedures (Associate of Occupational Studies (AOS) in Culinary Arts, Advanced Culinary Arts Concentration);
- Restaurant Production and Service classes (applications laboratories), which reinforce work safety (AOS in Culinary Arts, Advanced Culinary Arts Concentration);
- Introduction to Kitchen Basics, which reviews safety features and reinforces work safety (AOS in Culinary Arts, Advanced Baking and Pastry Concentration and AOS in Hospitality and Culinary Management);
- Knife Skills, which reviews safety features and reinforces work safety (AOS in Culinary Arts, Advanced Baking and Pastry Concentration);
- All Baking and Pastry Laboratories, which reinforce work safety (AOS in Culinary Arts, Advanced Baking and Pastry Concentration);
- Food Production for Hospitality Managers, which reviews safety procedures and reinforces work safety (AOS in Hospitality and Culinary Management);
- Facility Management and General Operations, which reviews safety features and reinforces work safety (AOS in Hospitality and Culinary Management); and
- Dining Room Management, which reinforces work safety (AOS in Hospitality and Culinary Management).

To ensure the safety of visitors to LCI campus, all guests must check in at the front desk and have a LCI employee escort them at all times.

A well-stocked first aid kit is located in the commercial kitchen. All accidents that occur on site require documentation using LCI Accident Report Form. Students with non-life-threatening injuries are referred to their personal physician or to any local urgent care facility or hospital, whichever is appropriate. 911 is called for students with life-threatening injuries. They will be taken by ambulance to the appropriate emergency room. Students are responsible for maintaining private health insurance and are responsible for payment of any medical care received due to injuries sustained while on LCI campus.

It is imperative that all employees actively promote and support this plan by observing applicable rules and continuously improving their own safety skills. Employees are encouraged to take advantage of professional development opportunities that allow for continued growth in their field. Additionally, safety compliance is considered as a part of employee evaluations. Finally, staff members are encouraged to report all unsafe conditions to the Director.

Fire Plan

In the event of a fire in the school building, students should:

- A. Immediately notify your instructor so that a fire drill may be initiated if the alarm has not already sounded.

- B. Remain calm and cooperate with your instructor while he/she carries out the following steps:
 - Before opening a door in a burning building, the instructor will feel the door quickly with the back of his/her hand. If the door is hot, the room on the other side is probably on fire. Your instructor will advise you to go out an alternate exit if possible. If the door is cool, he/she will kneel down and check the air coming in under the door. If the air is cool, the room may be safe to enter. When opening the door to the room which is thought to be cool, the instructor will kneel behind the door while he/she opens it just a little with his/her face turned away from the opening. Listen and smell for fire and smoke. Assist the instructor in closing all windows and doors behind you as you leave.
- C. Crawl low under the smoke to escape.
- D. Follow the evacuation route posted at the exit of each classroom. Also, utilize the lighted exit signs located throughout the building to guide you to the exit.

If escape from the building is not possible, the following steps should be carried out:

- A. If possible, protect your hands, face, nose and mouth with wet cloths and dampen your clothes.
- B. If possible, the instructor should place a wet cloth (dry cloth should be used when it is not possible to wet one) at the bottom of the door to prevent smoke from entering the room.
- C. After placing the cloth at the bottom of the door, he/she will open the window slightly and hang something (like a shirt or towel) out of it to attract attention. Leave the window open slightly and get down low for ventilation.
- D. If your clothing catches fire, stop right where you are (or stop the student). Drop to the ground. Roll over and over to put out the flames.

It is the responsibility of ALL students to follow these procedures. No student should leave his/her group and wander around the building.

Emergency Plan

- A. Hurricanes – Check the website or local media for school closures. If class is in session, stay away from windows, and stay inside if you are not told to evacuate.
- B. Floods and Flash Floods – LCI is not located in a flood zone. In the event of area flooding, do not evacuate unless you are told to do so.
- C. Severe Thunderstorms and Lightning
 - a. Stay inside, away from windows, water, faucets, sinks and metal objects.
 - b. Do not use telephones.
 - c. Turn off and unplug computers, typewriters and other electrical equipment you may be using.
- D. Other Emergencies – Check the website or local media for school closure. If class is in session, an announcement will be made and all students should exit the building in an orderly fashion utilizing the posted evacuation route and the lighted exit signs.

Physical Description of School Facilities and Equipment

The Louisiana Culinary Institute is located at 10550 Airline Highway, Baton Rouge, LA 70816. The Louisiana Culinary Institute is a well-lighted, air-conditioned facility with three (3) up-to-date general education classrooms, a media center, three (3) demonstration labs, a full service restaurant kitchen, two (2) project kitchens, a bakery demonstration lab, two (2) baking labs, a restaurant dining room, an

Amphitheater with a residential kitchen, and adequate dry storage and cold storage space. There is approximately 40,000 square feet of usable space, on two (2) floors, that includes an adequate amount of restrooms, a single elevator and a freight lift. Equipment is well-maintained and kept in a sanitary and safe condition.

School Calendar

Semester start and end dates, including breaks, are as follows:

Summer 2017

Semester Starts: May 10, 2017
Holidays (LCI Closed): May 29, 2017 (Memorial Day)
July 4, 2017 (Independence Day)
Semester Ends: August 24, 2017
Semester Break: August 25 – 30, 2017

Fall 2017

Semester Starts: August 31, 2017
Holidays (LCI Closed): September 4, 2017 (Labor Day)
November 22 – 24, 2017 (Thanksgiving)
Semester Ends: December 19, 2017
Semester Break: December 20 – 22, 2017
Holidays (LCI Closed): December 25 – 31, 2017 (Christmas)
January 1, 2018 (New Year's)
Semester Break: January 2, 2018

Spring 2018

Semester Starts: January 3, 2018
Holidays (LCI Closed): February 12 – 14, 2018 (Mardi Gras)
Mardi Gras Break: February 15 – 16, 2018
Master's Break: March 29 – April 9, 2018
Holidays (LCI Closed): March 30, 2018
Semester Ends: May 3, 2018
Semester Break: May 4 – 8, 2018

Summer 2018

Semester Starts: May 9, 2018
Holidays (LCI Closed): May 28, 2018 (Memorial Day)
July 4, 2018 (Independence Day)
Semester Ends: August 23, 2018
Semester Break: August 24 – 29, 2018

Fall 2018

Semester Starts: August 30, 2018
Holidays (LCI Closed): September 3, 2018 (Labor Day)
November 21 – 24, 2018 (Thanksgiving)
Semester Ends: December 18, 2018
Semester Break: December 19 – 21, 2018
Holidays (LCI Closed): December 24 – 31, 2018 (Christmas)
January 1, 2019 (New Year's)

Semester Break:

January 2, 2019

Note: Semester Start Dates, Semester End Dates and Holidays are subject to change at administrative discretion based on weather and other unforeseen events. Please check the website (www.LCI.edu/students) for updated Semester Start Dates, Semester End Dates and Holidays.

Appendix A

Full-Time Faculty

Derrick Beverly

B.B.A. in Business Administration – Strayer University

A.O.S. in Culinary Arts – Johnson and Wales University

Certifications: Certified Executive Chef – American Culinary Federation
Certified Executive Pastry Chef – American Culinary Federation
Approved Culinary Evaluator – American Culinary Federation
Certified Dietary Manager – University of Florida

Teaching Area/Specialty: Culinary Arts, Baking and Pastry, Management, General Education

Michael Ciufetti

A.O.S. in Culinary Arts – Culinary Institute of America

Certifications: Certified Executive Chef – American Culinary Federation

Teaching Area/Specialty: Culinary Arts, Management

G. Michael Dunn

A.O.S. in Culinary Arts – Culinary Arts Institute of Louisiana

Certifications: Certified Culinary Educator – American Culinary Federation
Foodservice Management Professional – National Restaurant Assn.

Teaching Area/Specialty: Culinary Arts

Kevin Foil

A.O.S. in Culinary Arts – Nichols State University

Teaching Area/Specialty: Culinary Arts, Management

Alex Hamman

B.A. in Art – Montana State University

Diploma – Sous Chef de Cuisine – Culinary Institute LeNôtre

Diploma – Sous Chef Pâtissier – Culinary Institute LeNôtre

Certifications: Certified Executive Pastry Chef – American Culinary Federation
Certified Culinary Educator – American Culinary Federation
Approved Culinary Evaluator – American Culinary Federation

Teaching Area/Specialty: Culinary Arts, Baking and Pastry, General Education

Leslie Moyers

B.B. A. in Business Administration – Strayer University

A.S. in Culinary Management – Daytona State College

Teaching Area/Specialty: Culinary Arts, Management, General Education

Christina Nicosia

B.S. in Business Administrator/Hospitality and Tourism – Columbia Southern University

A.G.S. in General Studies – Delgado Community College

Certifications: Certified Executive Pastry Chef – American Culinary Federation
Certified Culinary Evaluator – American Culinary Federation
Approved Culinary Evaluator – American Culinary Federation
Approved Culinary Evaluator (Trainer) – American Culinary Federation
Foodservice Management Professional – National Restaurant Assn.

Teaching Area/Specialty: Baking and Pastry, Management, General Education

Colt Patin

A.O.S. in Culinary Arts – Louisiana Culinary Institute

Certifications: Certified Executive Chef – American Culinary Federation
Certified Culinary Educator – American Culinary Federation
Foodservice Management Professional – National Restaurant Assn.

Teaching Area/Specialty: Culinary Arts, Baking and Pastry, Management

David Rodriguez

A.O.S. in Culinary Arts – Louisiana Culinary Institute

Teaching Area/Specialty: Hospitality

David Tiner

B.S. in Culinary Arts – Louisiana Culinary Institute

A.O.S. in Culinary Arts – Louisiana Culinary Institute

Diploma in Culinary Arts – Culinary Arts Institute of Louisiana

Certifications: Certified Executive Chef – American Culinary Federation
Certified Culinary Educator – American Culinary Federation
Certified Culinary Administrator – American Culinary Federation
Approved Culinary Evaluator – American Culinary Federation
Approved Culinary Evaluator (Lead) – American Culinary Federation
Foodservice Management Professional – National Restaurant Assn.

Teaching Area/Specialty: Culinary Arts, Management, General Education

Part-Time (Adjunct) Faculty

Felicia Goldsmith

Ph.D. in Human Ecology – Louisiana State University

M.S. in Human Ecology/Molecular Nutrition – Louisiana State University

B.S. in Cell and Molecular Biology, English – Tulane University

Teaching Area/Specialty: General Education

Leah Guillory-White

Graduate Human Resource Management Certificate – University of Phoenix

M.B.A. – University of Phoenix

B.S. in Kinesiology, Psychology – Louisiana State University

Teaching Area/Specialty: Management, General Education

Natalie Major

B.F.A. in Studio Art/Design – Northern Illinois University

Teaching Area/Specialty: Management, General Education

April Ruffolo

LL.M. in Health Law – Loyola University Chicago School of Law

J.D. – Loyola University Chicago School of Law

Certificate of Health Law – Loyola University Chicago School of Law

B.S. in English, Psychology – Louisiana State University

Teaching Area/Specialty: Management, General Education