



**CULINARY ARTS INSTITUTE  
CLNART 101 – CULINARY FUNDAMENTALS I  
SYLLABUS - FALL 2014**

Section: 0468  
Location: Culinary Arts Institute Building – Rm. Production Kitchen  
Hours: Mondays & Wednesdays Lecture: 10:35am – 11:30am; Lab: 7:15am – 10:25am  
Texts: On Cooking, 5<sup>th</sup> Edition – ISBN: 978-0133458558  
Chef Instructor: Chef Jesus S. Sanchez, CEC  
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Office Location: Culinary Arts Institute, Faculty Offices, Rm. 223  
Office Hours: Mon & Wed from 12:00pm to 1:30pm

**PREREQUISITE:** Co-requisite is CA 060

- **WHAT ARE STUDENT LEARNING OUTCOMES?** Student Learning Outcomes (SLO's) focus on designing Student Learning Outcomes (SLO's) focus on designing curriculum around answering this question:
- What will a student be able to **DO** in his/her multiple roles with what he/she learns in the course?
- When instruction focuses on SLO's the learning process is more learner centered and more relevant to a student's life.

**STUDENT LEARNING OUTCOMES**

1. Upon successful completion of this course students will demonstrate proper knowledge, skills, theory, practice of food production and basic culinary techniques for the food service industry. Students will demonstrate proper and safe use of knives. Students will perform knife cuts and cutting techniques with a minimum of 75% accuracy.
2. Upon successful completion of this course students will define what the five mother sauces are, mirepoix, roux, slurry, and liaison. Prepare and finish sauces such as cream/white, brown, butter and tomato. Prepare two basic warm emulsion sauces. Students will demonstrate dry and moist cooking method through daily cooking exercises. Students will demonstrate how to make chicken, beef and fish stock.
3. Upon successful completion of this course students be able to apply fundamental culinary concepts and demonstrate to use kitchen equipment and tools such as ovens, stoves, mixers as well as all types of knives, pots, pans, etc. Students will learn French terminology through recipes and cooking techniques

**COURSE DESCRIPTION:** Study and kitchen/laboratory experience of quantity and quality food production. Introduction and application of culinary principles and procedures for basic food preparation is experienced. This is a comprehensive hands-on introduction to culinary basics, including classic knife cuts, terminology, equipment, measurements, and ingredients. Passing competencies will include all stocks, mother sauces, soups, vegetables, and grains. Speed, time management and accuracy are emphasized.

**INSTRUCTIONAL METHODS:** In the Food Production I course, recipes and techniques are discussed and/or demonstrated by the chef instructors. Videos are used to further enhance the knowledge of the student when viewing techniques and cooking methods. Students then prepare the lesson as instructed or demonstrated, all students working in groups or individually to produce the required competencies. Periodic use of videos, Multi-media presentations and guest speakers augment the curriculum.

**COURSE OBJECTIVES:** Upon completion of this course, students will have an understanding of, or be able to apply the following principles and concepts:

1. Knowledge of egg by boiling, frying, poaching and scrambling. Prepare French, American/Country-style and Soufflé Omelets.
2. Select and prepare starches for boiling or steaming. Cook potatoes, grains and legumes.
3. Prepare vegetables using boiling, sautéing, roasting, grilling, pureeing, and pan-frying techniques.
4. Describe the basic hierarchy of a kitchen and name several positions in the kitchen brigade.
5. Name the methods of heat transfer and list examples of cooking techniques that rely upon each method.
6. Select and use hand tools, measuring equipment, and thermometers properly.
7. Name the basic knife cuts and describe them.
8. Select and store canned, frozen, and prepared foods properly.
9. Select and store a variety of fruits, vegetables, herbs, and fruits.
10. Define mise en place, bouquet garni and sachet d'épices . Define mirepoix, roux, slurry, and liaison.
11. Define stock and describe several uses for stocks. Identify different types of stocks and know preparation methods for each stock.
12. Name the mother sauces. Prepare and finish brown, white, tomato sauces. Prepare two basic warm emulsion sauces.
13. Select ingredients and prepare broths and vegetable soups. Prepare consommé, puree and cream soups.
14. Describe the sautéing process and explain why it is considered an a la minute technique.
15. Name the similarities and differences between roasting and baking as it relates to poultry and fish.
16. Select and prepare foods for grilling and broiling.
17. Define braising and stewing, noting the similarities and differences between these two methods.
18. Apply nutritional balance, variety to a complete dish.

**INSTRUCTION METHODS:** Various methods of instruction are utilized, including lectures, class opinion, polls, discussions, films, and guest lectures and field trips to do on-site inspections at foodservice operations. A primary objective of this particular course is to establish an atmosphere in which each student feels that he may express his own point of view without feeling threatened, and that questions may be asked and answered without embarrassment. No limits are placed upon the subject matter or the extent of questioning, except that all discussions should be in "good taste" and with due recognition of the varying personal, economic, religious and social backgrounds of each class member and the level of maturity of the group as a whole.

**UNIFORM CODE:** Students must be in proper CAI school uniform at all times. Black skull caps and bistro aprons are necessary **only** if food is being prepared. By law, students must wear appropriate attire in the food production laboratory. It is the student's responsibility to be dressed in clean, proper attire for all lab periods. If you are not dressed appropriately/complete uniform, you will not be admitted to class, and you will be given

an absence for the day. **If you are passing through or working in the kitchen, you must be in uniform. NO EXCEPTIONS OR EXCUSES!**

**Complete Uniform:**

- White Chef Coat, **red** neckerchief/cravat, white apron, black skull cap, heavy non-slip black shoes with shoe laces/ties or clogs, black or white socks, and houndstooth/checkered pants. **Student will be sent home and marked absent if not in full uniform. If the Bookstore does not have the necessary items you need to be in full uniform, you will still be sent home and marked absent.**
- No nail polish, faux nails or rings. Nails must be trimmed and short. **No excuse.**
- No earrings, nose rings or facial piercings in the kitchen.
- No hoodies or sweaters under the chef coat. If you are cold, wear white thermals under the chef coat.
- Completely clean shave or beard and mustache trimmed neat to ¼ inch in length. You will be sent home if you have not shaved and can only return if you have shaved. If you have a beard you must purchase a beard guard and wear in the kitchen during production times.

**ATTENDANCE:** Culinary Arts Institute's attendance policy approximates the expectations found in a working situation. It is essential that each student learns the discipline of regular and prompt attendance as well as the skills involved in the culinary arts and hospitality industries. At the time the student moves from training into a career, the employer will be very interested in dependability and punctuality. No matter how skilled the person, an employee is valuable only when present on the job. The faculty and staff of Culinary Arts Institute @ LAMC consider each moment in class imperative for success. When the student is not in the classroom, the information missed cannot be recaptured.

**MISSED WORK:** If a student arrives late to class, and a test is still in progress, the student may take the test with no penalty. If a student misses a test or an assignment, the test/assignment will have ten (10) points deducted from the score. The student must contact his/her chef instructor to arrange to make-up the test/assignment prior to his/her return to the next scheduled class. If a student does not contact the chef instructor to make-up the test assignment before the day he/she returns to the next scheduled class, the student will receive a zero (0) for the test/assignment.

**DIETARY SERVICE SUPERVISOR STUDENTS:** All students taking any Culinary Arts class are subject to the same principals and guidelines. Students will learn to ensure that all foods are served by methods that conserve nutritive value, flavor and appearance and all foods are prepared in a form designed to meet individual needs. All substitutions should be similar nutritive value. Student's competency will be demonstration and evaluated by the Registered Dietitian/Professor.

**STUDENTS WITH SPECIAL NEEDS:** If you have any health impairments that require regular medication, or any disability that might affect your performance in the class or lab, and would like your chef instructor to make special accommodations, please call our campus Special Services Director at 818-364-7734 as soon as possible. They will help you arrange special accommodations for your classes.

The special needs of each student are met, in part, by:

1. Group discussion at the "peer" level, providing for the interchange of ideas
2. Reading materials supplementing the required text material
3. Availability of the teacher for personal interviews and referral to appropriate community resources as indicated.

**EVALUATION METHODS:** Grading is based upon weekly class assignments, participation, quizzes, Internet assignments and a final examination. Attendance and participation in class will also be evaluated.

### **GRADING PROCEDURES**

**1. Homework: 300 points**

Complete all *Key Terms to Know* at the end of each chapter of the Culinary Fundamentals I and/or chapters assigned from the On Cooking book. You will earn 10 points per chapter for homework each week. These will be turned in via email only. **ALL HOMEWORK MUST BE TYPED NOT HANDWRITTEN AND TURNED IN VIA EMAIL.**

**2. Attendance, Participation in Class and Group Projects: 300 points**

If you are not present in class for lecture and in-class assignments, you will lose points and your grade will be lowered. Attendance is a very important part of your grade, and is required to pass the class. Proper cleaning of the modular kitchen areas is part of participation.

**3. Quizzes and Final Examinations: 200 points**

There will be four quizzes worth 25 points each and final exam worth 100 points.

**4. Group Project: Culinary Techniques Video - 200 points**

The Culinary Techniques Video project will be completed by the end of the semester and will be presented in front of the class by the group. Must be at least 5 minutes and cover several techniques learned in the class.

Homework	30%
Attendance/Class Participation	30%
Quizzes & Exams	20%
Video Project	20%

**GRADES:**

1000 – 950	A	949 – 800	B
799 – 750	C	649 – 600	D
599 – Below	F		

**IMPORTANT INFORMATION:** Class hours must be adhered to. A student who misses more than 3 absences may be dropped by the instructor, but it your (THE STUDENT) responsibility to drop or withdraw from the class. Continued tardiness will affect your attendance (3 tardy days = 1 absence). If there is an emergency, the chef instructor can be contacted by phone or by email so that arrangements can be made.

### **EVENTS FOR STUDENT PARTICIPATION**

Chef de Cuisine Association of California/ ACF meeting, Monday, September 29, 2014.

Oktoberfest schedule for Saturday, October 25, 2014 (pending approval).

Staff holiday party schedule for December and pending approval.

### **LAB CHECK OUT REQUIREMENTS:**

- Food is not to be taken out of the lab unless authorized by the chef instructor.
- All pantry supplies and equipment returned to proper storage area before class ends. Class hours must be adhered.
- All cutting boards stacked in order of color for the next class
- All workstations and sinks cleaned and wiped dry.
- All appliances/equipment cleaned after use, including stove tops, French tops, all reach-in and walk-in refrigerator doors wiped cleaned, counter tops and cupboard doors.
- All equipment, supplies and dry herbs/spices must be put back in its proper space.
- All under sinks cabinets cleaned and in order.
- All spills are to be wiped up and all wet towels placed in washing machine in lower level. If you use it, clean it!
- Floors swept and mopped.
- If you leave prior to class ending, you will be marked ½ absent. Attendance will be taken at the end of class as well.

### **ADDITIONAL EQUIPMENT & MATERIALS NEEDED:**

1. Notebook (8 ½ x 11" notebook for notes)
2. 2" binder, Calculator and Scantron sheets for exams
3. Student Knife kit/case or "Toolbox"

### **Success Tips from Chef Eguaras:**

- SHOW UP TO CLASS!
- Bring your books to every class
- Read the chapters prior to attending class in advance and review thoroughly
- Do not read other class's books in the Culinary Arts class. I will take it away and sell it on eBay!
- No cell phones, Bluetooth, iPods, iPhones, laptops, iPads, tablets of any sort, PSP, DS, XBOX 360s, any handheld contraption, etc. are allowed in the classroom or lab. No calls or text messaging while in class or lab. YOU are here to learn how to cook.
- **HAVE FUN!**

### **Other Reading:**

- Becoming a Chef – Authors: Andrew Dornenberg & Karen Page - ISBN: 0-471-15209-9
- So you want to be a Chef? 2<sup>nd</sup> Edition – Authors: Breferre, Drummond and Barnes ISBN: 978-0470-08856

**CULINARY ARTS INSTITUTE**  
**CLNART 101 – CULINARY FUNDAMENTALS I**  
**Monday/Wednesday – 7:15am to 10:25Am**

Course Outline - Fall 2014

Please note that the schedule below may be subject to change.

WEEK 1	DATE	TOPIC	ASSIGNMENTS
DAY 1	9/1	<b>LABOR DAY HOLIDAY – NO CLASS</b>	<b>LABOR DAY HOLIDAY – NO CLASS</b>
DAY 2	9/3	<ul style="list-style-type: none"> <li>• Introductions, Class Objectives</li> <li>• Course outline</li> <li>• Class assignments</li> <li>• Weekly group rotation</li> <li>• Food handlers &amp; TB Test Needed</li> </ul> <b>Chapters 20 CUL-FUNDAMENTALS I</b> <ul style="list-style-type: none"> <li>• Egg cookery</li> <li>• Practice in the Servery</li> </ul> Demo: Knife Cuts Techniques	Chapter 20 <ul style="list-style-type: none"> <li>• Complete key terms.</li> <li>• Study questions and case study.</li> </ul> <b><i>DUE ON MON 8</i></b> <b><i>ALL HOMEWORK IS SUBMITTED VIA EMAIL – NO EXCEPTIONS. ONLY EMAILS FROM YOUR LACCD.EDU WILL BE ACCEPTED.</i></b>
WEEK 2	DATE	TOPIC	ASSIGNMENTS
DAY 3	9/8	<b>Chapters 21 CUL-FUNDAMENTALS I</b> <ul style="list-style-type: none"> <li>• Vegetables</li> <li>• Prepare tomato Concassée</li> <li>• Apply various cooking methods</li> <li>• Practice in the Servery</li> </ul>	<ul style="list-style-type: none"> <li>• Chapter 21</li> <li>• Complete key terms.</li> <li>• Study questions and case Study.</li> </ul> <b><i>DUE ON MON 9/15</i></b>
DAY 4	9/10	<b>Chapter 22 CUL-FUNDAMENTALS I</b> <ul style="list-style-type: none"> <li>• Potatoes, Grains &amp; Pasta</li> <li>• Apply variety cooking methods</li> <li>• Make fresh pasta</li> </ul>	<ul style="list-style-type: none"> <li>• Chapter 22</li> <li>• Complete key terms.</li> <li>• Study questions and case study.</li> <li>• <b><i>DUE ON WED 9/17</i></b></li> </ul>
WEEK 3	DATE	TOPIC	ASSIGNMENTS
DAY 5	9/15	<b>Chapters 23 CUL-FUNDAMENTALS I</b> <ul style="list-style-type: none"> <li>• Healthy cooking</li> <li>• Basics of nutrition</li> <li>• Tools for healthy eating</li> <li>• Vegetarian cuisine</li> </ul>	<ul style="list-style-type: none"> <li>• Chapters 23</li> <li>• Complete key terms. Study Questions and case study.</li> <li>• <b><i>DUE ON WED 9/22</i></b></li> <li>• <b>CHEF BIO PROJECT ASSIGNED</b></li> </ul>
DAY 6	9/17	<b>Chapter 24 CUL-FUNDAMENTALS I</b> <ul style="list-style-type: none"> <li>• Salads &amp; salad dressings</li> <li>• Salad greens</li> <li>• Salad dressing</li> <li>• Classic salads</li> </ul>	<ul style="list-style-type: none"> <li>• Chapters 24</li> <li>• Complete key terms. Study Questions and case study.</li> <li>• <b><i>DUE ON MON 9/24</i></b></li> <li>• <b>QUIZ 1 on Ch. 20-24</b></li> </ul>
WEEK 4	DATE	TOPIC	ASSIGNMENTS
DAY 7	9/22	<b>Chapters 25 CUL-FUNDAMENTALS I</b> <ul style="list-style-type: none"> <li>• Fruits</li> <li>• Identifying fruits</li> <li>• Purchasing &amp; storing fruits</li> </ul>	<ul style="list-style-type: none"> <li>• Chapter 25</li> <li>• Complete key terms. Study Questions and case study.</li> <li>• <b><i>DUE ON WED 9/2</i></b></li> <li>• <b>CHEF'S BIO DUE 9/21/14 AT 11:59PM</b></li> </ul>
DAY 8	9/24	<b>Chapter 26 CUL-FUNDAMENTALS I</b> <ul style="list-style-type: none"> <li>• Sandwiches</li> <li>• Types of sandwiches</li> <li>• Classic sandwiches</li> </ul>	<ul style="list-style-type: none"> <li>• Chapter 26</li> <li>• Complete key terms. Study Questions and case study.</li> </ul>

WEEK 5	DATE	TOPIC	ASSIGNMENTS
DAY 9	9/29	Field trip American Range	<b>MUST BE IN FULL UNIFORM!</b>
DAY 10	10/1	<ul style="list-style-type: none"> <li>• <b>Chapter 1</b></li> <li>• Professionalism, p. 2 - 15</li> <li>• Knife Skills and CIA Basic Food Preparation</li> <li>• Students Practice Knife Cuts</li> </ul>	Assignment: Do all the Questions For Discussion and Terms to Know on pg. 15. DUE WED 10/1 via email.
WEEK 6	DATE	TOPIC	ASSIGNMENTS
DAY 11	10/6	<ul style="list-style-type: none"> <li>• <b>Chapter 3</b></li> <li>• Menus and Recipes, p. 37 -51</li> </ul>	Assignment: Do all the Questions For Discussion and Terms to Know on pg. 51. DUE WED 10/8 via email.
DAY 12	10/8	<ul style="list-style-type: none"> <li>• <b>Chapter 4</b></li> <li>• Tools &amp; Equip., p. 53 - 75</li> <li>• Kitchen equipment and utensils</li> <li>• Students identify kitchen equipment</li> </ul>	Assignment: Do all the Questions For Discussion and Terms to Know on pg. 75. DUE MON 10/13 via email. <b>QUIZ 2 ON CH. 25,26, 1, 2, 3, 4</b>
WEEK 7	DATE	TOPIC	ASSIGNMENTS
DAY 13	10/13	<ul style="list-style-type: none"> <li>• <b>Chapter 5</b></li> <li>• Knife Skills, pgs. 76 - 89</li> <li>• Kitchen Equipment and Utensils</li> <li>• Students identify kitchen equipment</li> </ul>	Assignment: Do all the Questions For Discussion and Terms to Know on pg. 89. DUE WED 10/15 via email.
DAY 14	10/15	<ul style="list-style-type: none"> <li>• <b>Chapter 6</b></li> <li>• Flavors &amp; Flavorings, pg. 90 - 129</li> <li>• Identification of Herbs, Spices, and other Flavorings.</li> </ul>	Assignment: Do all the Questions For Discussion and Terms to Know on pg. 89. DUE MON 10/20 via email.
WEEK 8	DATE	TOPIC	ASSIGNMENTS
DAY 15	10/20	<ul style="list-style-type: none"> <li>• <b>Chapter 7</b></li> <li>• Dairy Products, p. 130-147</li> <li>• Identification of dairy products</li> </ul>	Assignment: Do all the Questions For Discussion and Terms to Know on pg. 147. DUE WED 10/22 via email.
DAY 16	10/22	<b>Midterm Exam</b>	<b>OKTOBERFEST 10/25/14</b>
WEEK 9	DATE	TOPIC	ASSIGNMENTS
DAY 17	10/27	<ul style="list-style-type: none"> <li>• <b>Chapter 8</b></li> <li>• Mise en Place, p. 148 - 159</li> <li>• Mise en Place cooking techniques</li> </ul>	Assignment: Do all the Questions For Discussion and Terms to Know on pg. 159. DUE MON 10/27 via email. <b>HERB PROJECT ASSIGNED</b>
DAY 18	10/29	<ul style="list-style-type: none"> <li>• <b>Chapter 9</b></li> <li>• Principles of cooking, p. 160 - 181</li> <li>• Mise en Place Techniques</li> <li>• Cooking techniques</li> </ul>	Assignment: Do all the Questions For Discussion and Terms to Know on pg. 159. DUE MON 11/3 via email. <b>QUIZ 3 ON CH. 5 - 8</b>
WEEK 10	DATE	TOPIC	ASSIGNMENT
DAY 19	11/3	<ul style="list-style-type: none"> <li>• <b>Chapter 9</b></li> <li>• Principles of cooking (Cont.)</li> </ul>	<b>HERB PROJECT DUE AT 11/2/14 AT 11:59PM</b>
DAY 20	11/5	<b>Chapter 10</b> <ul style="list-style-type: none"> <li>• Stocks &amp; Sauces, p. 182 - 231</li> <li>• Demo stock making (Modular Kitchen)</li> <li>• Students will produce stocks and store properly.</li> </ul>	HERB PROJECT PRESENTATIONA Assignment: Do all the Questions For Discussion and Terms to Know on pg. 219. DUE WED 11/5 via email.
WEEK 11	DATE	TOPIC	ASSIGNMENT

DAY 20	11/10	<ul style="list-style-type: none"> <li>• <b>Chapter 10</b></li> <li>• Stocks &amp; Sauces (Continued)</li> </ul>	HERB PROJECT PRESENTATIONS
DAY 21	11/12	<ul style="list-style-type: none"> <li>• <b>Chapter 11</b></li> <li>• Soups, p. 232 - 269</li> <li>• Demo soup making (Modular Kitchen)</li> <li>• Students will produce soups and store properly.</li> </ul>	HERB PROJECT PRESENTATIONS Assignment: Do all the Questions For Discussion and Terms to Know on pg. 253. DUE WED 11/12 via email.
<b>WEEK 12</b>	<b>DATE</b>	<b>TOPIC</b>	<b>ASSIGNMENT</b>
DAY 22	11/17	<ul style="list-style-type: none"> <li>• <b>Chapter 11</b></li> <li>• Soups (continued)</li> </ul>	<b>QUIZ 4 ON 9 –11</b>
DAY 23	11/19	<ul style="list-style-type: none"> <li>• Cooking practical</li> </ul>	Assignment: Do all the Questions For Discussion and Terms to Know on pg. 557. DUE WED 11/19 via email.
<b>WEEK 13</b>	<b>DATE</b>	<b>TOPIC</b>	<b>ASSIGNMENTS</b>
DAY 25	11/24	<ul style="list-style-type: none"> <li>• Practice Knife Cuts</li> </ul>	Final Techniques Video Presentation
DAY 26	11/26	<ul style="list-style-type: none"> <li>• Practice Knife Cuts</li> </ul>	Final Techniques Video Presentation
<b>WEEK 14</b>	<b>DATE</b>	<b>TOPIC</b>	<b>ASSIGNMENTS</b>
DAY 27	12/1	<ul style="list-style-type: none"> <li>• Cooking practical</li> </ul>	Final Techniques Video Presentation
DAY 28	12/3	<ul style="list-style-type: none"> <li>• Cooking practical</li> </ul>	Final Techniques Video Presentation
<b>WEEK 15</b>	<b>DATE</b>	<b>TOPIC</b>	<b>ASSIGNMENTS</b>
DAY 29	12/8	<ul style="list-style-type: none"> <li>• Cooking practical</li> </ul>	Final Techniques Video Presentation
DAY 30	12/10	<ul style="list-style-type: none"> <li>• Cooking practical</li> </ul>	Final Techniques Video Presentation
<b>WEEK 16</b>	<b>DATE</b>	<b>TOPIC</b>	<b>ASSIGNMENTS</b>
DAY 31	12/15	<b>Final Exam</b>	<b>Kitchens clean up!</b>
DAY 32	12/17	<b>Extra credit</b>	<b>Kitchens clean up!</b>

**PLEASE NOTE:**

**THIS COURSE OUTLINE IS A GUIDE FOR THE CLASS AND MAY BE MODIFIED OR REVISED TO ENHANCE THE LEARNING OUTCOMES OR CHANGED DUE TO EVENTS THAT ARE OUTSIDE THE CONTROL OF THE CULINARY ARTS DEPARTMENT AND THE CHEF INSTRUCTOR.**

**THE SYLLABUS IS SUBJECT TO CHANGE ACCORDING TO LA MISSION COLLEGE'S SCHEDULE AND PRODUCT & INGREDIENT AVAILABILITY.**

GENERAL CALENDAR DATES

Online Applications Accepted .....	Year Round
Assessment and Orientation .....	Year Round
Residency Determination Date .....	August 31
DAY AND EVENING CLASSES BEGIN .....	September 2
Saturday classes begin .....	September 6
Last day to process Audit Add Request .....	September 12
Last day for Section Transfer .....	September 12
Classes end .....	December 13
FINAL EXAMS .....	December 15 to 20
PRIORITY Registration Dates - Enrollment is by appointment ONLY, through the Internet. (You may not register before your appointment.)	
CalWORKS, EOPS, DSPS, Foster Youth and Veterans .....	May 7 to May 11

Continuing Students ..... May 12 to June 2  
 New and re-entering students ..... June 3  
 ADD Dates - Late ADDs are not permitted  
 Deadline to add online ..... September 1  
 Deadline to add full term (16-week) classes in person ..... September 12  
 NOTE: Short Term and Late Start classes have different Add & Drop deadlines. Please check with your instructor.  
 DROP CLASSES ON-LINE ONLY (16-week classes)  
 Drop classes without receiving a "W" with refund (By Internet only) ..... September 14\*  
 Drop classes without incurring fees or with a refund  
 (Registration/parking/non-resident fees/semester-length classes)  
 (By Internet only) ..... September 14\*  
 Drop classes with a "W" – A letter grade is required after this date forward -  
 (By Internet only) ..... November 23  
 \*PLEASE NOTE: The District required earlier and revised deadlines starting Summer 2012. A "W" will appear on your transcript record after this date. REMINDER: There is a new LACCD enrollment limit. The limit is now three times to take a class and includes both substandard grades and withdrawals.

**If you stop attending a class (or wish to drop a class), YOU MUST DROP THE CLASS YOURSELF – OFFICIALLY – on or before November 23, 2014 (by Internet only). Failure to do so may result in a grade of "F" in that class.**

LATE ENROLLMENT: The college reserves the right to cancel or extend late enrollment for reasons relating to student enrollment, level of financial support, or any other reason at the discretion of the LACCD (District) and Los Angeles Mission College. FOR THOSE WITH DISABILITIES, ALTERNATE FORMATS OF THIS SCHEDULE ARE AVAILABLE BY CALLING 818.833.3313

HOLIDAYS (College CLOSED): Labor Day – September 1; Veteran’s Day – November 11;  
 Thanksgiving – November 27 to 30; Winter Holiday - December 18<sup>th</sup> to February 16<sup>th</sup>

**NOTE: Remember to check this spring 2015 Schedule and register early! Classes may be cancelled due to low enrollment or classes may be full and closed. There are no "wait lists" available at LA Mission College.**

**COLLEGE RESOURCES FOR STUDENTS**

Admissions and Records: Students can register for classes, request transcripts, file petitions for graduation, and drop classes at this office. For more information call 818-833-3322 or visit:  
<http://www.lamission.edu/admissions/>

Assessment Center: Offers student assessments in English, English-as-a-Second-Language (ESL) and Mathematics. Please contact the Assessment Center at (818) 364-7613 for more information or visit  
<http://www.lamission.edu/assessment/>

Bookstore: For hours of operation, book availability, buybacks, and other information call 818-364-7767 or 7768 or visit <http://eagleslanding.lamission.edu/default.asp>

Counseling Department Office: For appointments and information call 818-364-7655 or visit  
<http://www.lamission.edu/counseling/>

Disabled Students Programs and Services (DSP&S): For appointments, eligibility and information call 818-364-7732 or visit <http://www.lamission.edu/dsps/>

Extended Opportunity Programs and Services (EOPS): For appointments, eligibility and information call 818-364-7645 or visit <http://www.lamission.edu/eops/>

CLN ART 101 – Culinary Fundamentals I – FALL 2014

Financial Aid: For information and applications call 818-364-7648 or visit <http://www.lamission.edu/financialaid/>

Library: For information on hours, resources, workshops, and other services contact 818-364-7106 or visit <http://www.lamission.edu/library/>

Tutoring Services in Learning Center: Laboratories for Learning, Writing, Math & Science. Walk-in and appointment services offered. Call 818-364-7754 or visit [www.lamission.edu/learningcenter/](http://www.lamission.edu/learningcenter/)