



CULINARY ARTS INSTITUTE
FOOD SERVICE MANAGEMENT/CULINARY ARTS PROGRAM
FSMGMT 101 - FOOD PRODUCTION I
SYLLABUS
SPRING 2014

Section: 3261
Units: 4
Location: Culinary Arts Institute Building – Demo Rm. 208/Main Production Kitchen
Hours: Monday/Wednesday
Lecture – 5:05pm-5:50pm (Demo Rm. 208)
Lab – 6:00pm-9:15pm (Main Production Kitchen)
Texts: On Cooking, 5th Edition, Author: Labensky, ISBN-10: 0133103196
with MyCulinaryLab.com usage; Your eText Course ID* is: Eguaras574090eb
Chef Instructors: Chef Louis Eguaras, PSB, CPFC
Phone: 818.364.7706
Email: EguaraLJ@lamission.edu
Office Location: Culinary Arts Institute Building – Rm. 215
Office Hours: By Appointment or Before Class

PREREQUISITE: FSMGNT 050 – Sanitation & Safety (Passed ServSafe Food Manager Certification) and a negative TB test result and FSMGMT 100 – Intro to Hospitality Industries.

WHAT ARE STUDENT LEARNING OUTCOMES?

- 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.

MyCulinaryLab Course ID # is eguaras15546. Go to <http://www.myculinarylab.com/> to register as a new student.

EMAIL USAGE: Please check your LACCD.EDU Email. No more emails will be sent to your personal emails.

UNIFORM CODE: Students must be in proper CAI school uniform at all times. Black skull caps and white 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 EXCUSES!

COMPLETE UNIFORM:

- White Chef Coat, white bistro apron, black skull cap, neckerchief/cravat (red), 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.
- No nail polish, faux nails or rings. Plain wedding band okay. Nails must be trimmed and short. No excuse.
- No earrings (studs ok), nose rings or facial piercings.
- 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.

IMPORTANT INFORMATION: Class hours must be adhered to. A student who misses 3 absences will be dropped by the instructor, but it is your (THE STUDENT'S) responsibility to drop or withdraw from the class. Continued tardiness will affect your attendance (3 tardies = 1 absence). If there is an emergency, the chef

instructor can be contacted by phone or by email so that arrangements can be made. No call = No Show = You are fired.

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.

MAKING UP MISSED DAYS:

Students will not allowed to make up absents or tardiness. Each class session is ten points and late or tardiness is worth five points including e-mails and call for delay. Please allowed ample time to arrive to campus AM and PM traffic can be of challenge.

CLEANING SCHEDULE: Everyone will be part of the cleaning schedule assigned by the chef instructor. Failure to participate will result to failure of the course.

SPECIAL CATERING EVENT:

Occasionally as part of your learning environment in the Culinary Arts Institute, you will be asked to participate in food preparation and cooking for catering events for the college. This enhances your experience in the kitchen and makes you a stronger culinary arts student.

This Spring 2014 semester we have the following events:

April 17th – Raw/Vegan Super Foods Workshop

May 31st – SpringFest Food & Wine Festival

Competitions - TBD

CAMPUS PARKING: Students must park in the Student Parking levels and not in the Faculty/Staff parking level. Your cooperation on this is greatly appreciated. Valid Faculty/Staff parking permit is required to park in the Faculty/Staff parking area. Any student found parked in Faculty/Staff parking area will be subject to getting a parking ticket and/or towed at the expense of the student.

ORGANIC GARDEN:

Students from Food Production I & II along with the Foods Laboratory 325 class will be partly responsible to maintain the CAI Organic Herb & Farm Garden. Daily or weekly harvests, trimming and removal of weeds and such are necessary so that the products grow properly.

RECOMMENDED READING:

Becoming a Chef – Authors: Andrew Dornenberg & Karen Page - ISBN: 0-471-15209-9

So you want to be a Chef? 2nd Edition – Authors: Breferre, Drummond and Barnes ISBN: 978-0470-08856

101 Things I Learned™ in Culinary School – Author: Chef Louis Eguaras - ISBN: 978-0-446-55030-7

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.

TEXT & MATERIALS:

1. Notebook (8 ½ x 11" notebook for recipes and notes)
2. 2" binder, Digital Camera, Calculator and Scantron sheets for exams
3. Instant-read thermometer, Measuring Spoons, measuring cups (liquid weights)
4. Student Knife kit/case or "Toolbox" (See Chef Sanchez for knife kits, cravats, bistro aprons, etc.)

ASSIGNMENTS & EVALUATION:

1. 2 Progress Evaluations @ 50 points	=	100
2. 4 Quizzes @ 25 points	=	100
3. 4 Assessments	=	100
4. Midterm/Final Exam	=	200
5. Special Reports/Project	=	200
6. <u>Participation</u>	=	<u>300</u>
Total Points	=	1000

GRADING SCALE:

900-1000	= A
800-899	= B
700-799	= C
600-699	= D
599 ≤	= 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 (2 tardy = 1 absence). If there is an emergency, the chef instructor can be contacted by phone or by email so that arrangements can be made.

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.

Success Tips from the Chefs:

- **SHOW UP TO CLASS!**
- Bring your books to every class!
- Read the chapters prior to attending class in advance and review thoroughly
- Go to MyCulinaryLab every night
- Bring recipes to every class
- Do not read other class’s books in the Culinary Arts class. I will take it away and sell it on eBay!
- Cellphone, iPads, tablets of any sort or any handheld contraption will be occasionally used in the classroom for research and class participation but will be put away when it is not needed. No calls or texting during class or lab time unless it is an emergency. YOU are here to learn.
- **STAY CALM and HAVE FUN!**

CULINARY ARTS INSTITUTE
 FOOD SERVICE MANAGEMENT/CULINARY ARTS PROGRAM
 FSMGMT 101 – FOOD PRODUCTION I
 MONDAY/WEDNESDAY – 5:05pm-9:15pm
 Course Outline
 SPRING 2014
 COURSE OUTLINE

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

WEEK 1	DATE	TOPIC	ASSIGNMENTS
Day 1 MON	2/10	First Day! WELCOME!!! <ul style="list-style-type: none"> • Introductions • Class Objectives • Syllabus • Class Assignments & Readings On Cooking Chapter 1: PROFESSIONALISM <ul style="list-style-type: none"> • The Classic Kitchen Brigade • The Professional Chef 	ASSIGNMENT: Write down “Know Key Terms” and turn in on Day 2 “ON EXPERIENCE” Reflect and share with the class a personal experience you had with food. <ul style="list-style-type: none"> • COMPLETE KNIFE ORDERS
Day 2 WED	2/12	Lecture: On Cooking (Labensky) Chapter 2 – FOOD SAFETY & SANITATION Read “FOOD-BORNE ILLNESS CRISIS IN AMERICA” <ul style="list-style-type: none"> • Cross Contamination • HACCP Video: CIA “Basic Kitchen Preparation	ASSIGNMENT: Write down “Know Key Terms” and turn in one page report on Question #6, pg. 35 What is the model food code? What types of programs? Due on Day 3 HAPPY VALENTINES DAY!!! 😊

Please make the necessary arrangements at your work and personal calendars to be able to participate with the events schedule for this Spring 2013 semester. Events are part of the overall grade as participation and assigned projects will have an effect on final grade.

WEEK 2	DATE	TOPIC	ASSIGNMENTS
Day 3 MON	2/17	NO CLASS – PRESIDENT’S DAY READ: On Cooking (Labensky) Chapter 3: MENU AND RECIPES <ul style="list-style-type: none"> • Standard Recipe • Measurements & Conversions • Yield Test 	ASSIGNMENT: Write down “Know Key Terms” Salmon Yield Test, Chef will give demo and provide numbers for calculation, due on Day 4. <ul style="list-style-type: none"> • RESEARCH PAPER DIALOGUE
Day 4 WED	2/18	Lecture: On Cooking (Labensky) Chapter 4: TOOLS & EQUIPMENT <ul style="list-style-type: none"> • Selected Chef for research due • Proper tools and equipment • Kitchen tour Video: CIA “Basic Kitchen Preparation	ASSIGNMENT: Write down “Know Key Terms” Due on Day 5 Review Ch. 4 pg. 84, 85
WEEK 3	DATE	TOPIC	ASSIGNMENTS
Day 5 MON	2/24	Lecture: On Cooking (Labensky) Chapter 5: KNIFE SKILLS <ul style="list-style-type: none"> • Using knife safely • Classic cuts Video: CIA “Basic Kitchen Preparation	ASSIGNMENT: QUIZ 1 Ch. 1-4 Write down “Know Key Terms” and Turn on Day 6 Buy a small transparent ruler (8”) and

			practice cuts at home. Bring ALL knife cuts in as homework.
Day 6 WED	2/26	Lecture: On Cooking (Labensky) Chapter 6: FLAVORS & FLAVORINGS <ul style="list-style-type: none"> • Taste and smell • About flavor (Class discussion) Video: CIA "Basic Kitchen Preparation	ASSIGNMENT: Write down "Know Key Terms" and Turn on Day 7 PROGRESS REPORT #1
WEEK 4	DATE	TOPIC	ASSIGNMENTS
Day 7 MON	3/3	<u>Submit TB Test Results – Mandatory</u> Lecture: On Cooking (Labensky) Chapter 7: DAIRY PRODUCTS <ul style="list-style-type: none"> • Cheese Terminology • Plan for Field Trip to The Cheese Store in Beverly Hills 	ASSIGNMENT: Write down "Know Key Terms" and Turn on Day 8 CHEF RESEARCH PAPER DUE DAY 7
Day 8 WED	3/5	Lecture: On Cooking (Labensky) Chapter 8: MISE EN PLACE <ul style="list-style-type: none"> • The prep list • Preparing to cook • Standard breadng procedures 	ASSIGNMENT: Write down "Know Key Terms" and Turn on Day 9 PRACTICAL KNIFE CUTS TEST #1 QUIZ 2 Ch. 5 - 8 turn in Day 9
WEEK 5	DATE	TOPIC	ASSIGNMENTS
Day 9 MON	3/10	Lecture: On Cooking (Labensky) Chapter 9: PRINCIPLES OF COOKING <ul style="list-style-type: none"> • Definition of cooking • Cooking methods 	ASSIGNMENT: Write down "Know Key Terms" and Turn on Day 10 Practice cooking methods Review effect of heat, pg. 164, 166
Day 10 WED	3/12	Lecture: On Cooking (Labensky) Chapter 10: STOCKS AND SAUCES <ul style="list-style-type: none"> • Principles of stock making • Sauces • Preparing Roux 	ASSIGNMENT: Write down "Know Key Terms" and Turn on Day 11 Practice cooking methods Define emulsion DISCUSS INDIVIDUAL HERB & SPICE PROJECT
WEEK 6	DATE	TOPIC	ASSIGNMENTS
Day 11 MON	3/17	Chapter 10: STOCKS AND SAUCES (Cont.)	
Day 12 WED	3/19	Lecture: On Cooking (Labensky) Chapter 11: SOUPS <ul style="list-style-type: none"> • Clear soups • Thick soups • Other soups Herb project assigned	ASSIGNMENT: Write down "Know Key Terms" and Turn on Day 12 Practice cooking methods Review Escoffier's classification of soups, pg. 235 - Class dialogue
		Lecture: On Cooking (Labensky) Chapter 12: PRINCIPLES OF MEAT COOKERY <ul style="list-style-type: none"> • Meats—Beef, Veal, Lamb and pork • Grading 	ASSIGNMENT: Write down "Know Key Terms" and Turn on Day 13 Determining doneness (class dialogue), pg. 279 QUIZ # 3 Ch. 9-12
WEEK 7	DATE	TOPIC	ASSIGNMENTS

Day 13 MON	3/24	Lecture: On Cooking (Labensky) Chapter 13: BEEF <ul style="list-style-type: none"> • Primal and subprimal cuts • A cow by another name 	ASSIGNMENT: Write down "Know Key Terms" and Turn on Day 14 Practice cooking methods Beef: From Columbus to cattle drives
Day 14 WED	3/26	Lecture: On Cooking (Labensky) Chapter 14: VEAL <ul style="list-style-type: none"> • Primal and subprimal cuts 	ASSIGNMENT: Write down "Know Key Terms" and Turn on Day 15 Practice cooking methods MID-TERM EXAM Ch. 1-12
WEEK 8	DATE	TOPIC	ASSIGNMENTS
Day 15 MON	3/31	<u>NO CLASS – CESAR CHAVEZ DAY</u> READ: On Cooking (Labensky) Chapter 15: LAMB <ul style="list-style-type: none"> • Primal and subprimal cuts 	ASSIGNMENT: Write down "Know Key Terms" and Turn on Day 16 Practice cooking methods Review: Imperialist Colonialist and Revolutionary Sheep, pg. 351
Day 16 WED	4/2	Lecture: On Cooking (Labensky) Chapter 16: PORK <ul style="list-style-type: none"> • Primal and subprimal cuts DISCUSS VEGAN WORKSHOP OVERVIEW	ASSIGNMENT: Write down "Know Key Terms" and Turn on Day 19 Practice cooking methods QUIZ # 4 Ch. 13-16 PRACTICAL KNIFE CUTS TEST #2
WEEK 9	DATE	TOPIC	ASSIGNMENTS
Day 17 MON	4/7	NO CLASS – SPRING BREAK!	NO CLASS – SPRING BREAK!
WEEK 9 Day 18 WED	4/9	NO CLASS – SPRING BREAK!	NO CLASS – SPRING BREAK!
WEEK 10	DATE	TOPIC	ASSIGNMENTS
Day 19 MON	4/14	Lecture: On Cooking (Labensky) Chapter 17: POULTRY <ul style="list-style-type: none"> • Identifying poultry • Fabrication 	ASSIGNMENT: Write down "Know Key Terms" and Turn on Day 20 Practice cooking methods
Day 20 WED	4/16	Chapter 17: POULTRY (Cont.)	
EXTRA CREDIT	4/17	RAW-VEGAN-GLUTEN FREE & SUPER FOODS WORSHOP 4/17/14 TIME FROM 11:00AM to 2:00 PM	RAW-VEGAN-GLUTEN FREE & SUPER FOODS WORSHOP 4/17/14 TIME FROM 11:00AM to 2:00 PM ALL STUDENTS ARE WELCOME TO PARTICIPATE AND BE PRESENT.
WEEK 11	DATE	TOPIC	ASSIGNMENTS
Day 21 MON	4/21	Lecture: On Cooking (Labensky) Chapter 19: FISH AND SHELLFISH <ul style="list-style-type: none"> • Identifying fish and shellfish • Fish fabrication demo 	ASSIGNMENT: Write down "Know Key Terms" and Turn on day 24 Practice cooking methods Review: Farming the seas REVIEW HERB & SPICE PROJECT
Day 22	4/23	Lecture: On Cooking (Labensky)	ASSIGNMENT:

WED		Chapter 20: EGGS AND BREAKFAST <ul style="list-style-type: none"> • Egg composition • Cooking methods • Breakfast & brunch 	Write down "Know Key Terms" and Turn on day 24 Practice cooking methods Review: Beverages, pg. 551
WEEK 12	DATE	TOPIC	ASSIGNMENTS
Day 23 MON	4/28	Lecture: On Cooking (Labensky) Chapter 21: VEGETABLES <ul style="list-style-type: none"> • Identifying Vegetables • Purchasing and storing • Applying cooking methods 	ASSIGNMENT: Write down "Know Key Terms" and Turn on day 24 Practice cooking methods Review: Back to basics HERB PROJECT DUE PROGRESS REPORT #1
Day 24 WED	4/30	Lecture: On Cooking (Labensky) Chapter 22: POTATOES, GRAINS AND PASTA <ul style="list-style-type: none"> • Identifying potatoes • Applying cooking methods • Grains FOOD & WINE FESTIVAL RECIPES	ASSIGNMENT: Write down "Know Key Terms" and Turn on day 25 Practice cooking methods HERB PROJECT DUE PROGRESS REPORT #2
WEEK 13	DATE	TOPIC	ASSIGNMENTS
Day 25 MON	5/5	Lecture: On Cooking (Labensky) Chapter 23: HEALTHY COOKING <ul style="list-style-type: none"> • Basics of nutrition • Tools for healthy eating FOOD & WINE FESTIVAL RECIPES	ASSIGNMENT: Write down "Know Key Terms" and Turn on day 26 Practice cooking methods HERB PROJECT PRESENTATION
Day 26 WED	5/7	Lecture: On Cooking (Labensky) Chapter 24: SALADS AND SALAD DRESSINGS <ul style="list-style-type: none"> • Types of greens • Salad dressings FOOD & WINE FESTIVAL RECIPES	ASSIGNMENT: Write down "Know Key Terms" and Turn on day 27 Practice cooking methods HERB PROJECT PRESENTATION
WEEK 14	DATE	TOPIC	ASSIGNMENTS
Day 27 MON	5/12	Lecture: On Cooking (Labensky) Chapter 25: FRUITS <ul style="list-style-type: none"> • Identifying fruits • Fruit demo FOOD & WINE FESTIVAL RECIPES	ASSIGNMENT: Write down "Know Key Terms" and Turn on day 28 Practice cooking methods
Day 28 WED	5/14	Lecture: On Cooking (Labensky) Chapter 26: SANDWICHES <ul style="list-style-type: none"> • Ingredients for a sandwich • Types of sandwich 	ASSIGNMENT: Write down "Know Key Terms" and Turn on day 28 Practice cooking methods Review: History of Sandwiches
WEEK 15	DATE	TOPIC	ASSIGNMENTS
Day 29 MON	5/19	Lecture: On Cooking (Labensky) Chapter 27: CHARCUTERIE <ul style="list-style-type: none"> • The classic art of charcuterie • Forcemeats and their uses FOOD & WINE FESTIVAL ORDER	ASSIGNMENT: Write down "Know Key Terms" and Turn on day 28 Practice cooking methods
Day 30 WED	5/21	FOOD & WINE FESTIVAL PREPARTION TABLE LANDSCAPE	ASSIGNMENT: Turn in all recipe card and handouts for guest
WEEK 16	DATE	TOPIC	ASSIGNMENTS

Day 31 MON	5/26	NO CLASS - MEMORIAL DAY	
Day 32 WED	5/28	FINAL WRITTEN EXAM Mystery Basket!	
SAT	5/31	FOOD & WINE FESTIVAL 2014 ALL STUDENT PARTICIPATION IS REQUIRED	BE ON TIME TO ATTEND STATIONS AND SERVE FOOD TO GUEST
Day 33 MON	6/2	PRACTICAL EXAM	
Day 34 WED	6/4	Deep Clean the Kitchen!	

HOLIDAYS (College CLOSED)

President's Day – February 14 to 17 Cesar Chavez Day – March 31st Spring Break – April 7 to 13
 Memorial Day – May 26 Non-Instructional Day – May 27th (No classes/College services open)
 Independence Day – July 4

GENERAL CALENDAR DATES

Online Applications AcceptedYear Round
 Assessment and Orientation Year Round
 Residency Determination Date February 9
 DAY AND EVENING CLASSES BEGINFebruary 10
 Saturday classes beginFebruary 22
 Last day to process Audit Add Request February 21
 Last day for Section TransferFebruary 21
 Last day to petition for Credit/No-Credit March 14
 Deadline to petition for Spring/Summer 2014 Graduation... April 4
 Classes end June 2
 FINAL EXAMS June 3 to 9
 Graduation Day June 10
 PRIORITY Registration Dates - Enrollment is by appointment ONLY, through the Internet.
 (You may not register before your appointment date and time.)
 CalWORKS, EOPS, DSPS, Foster Youth and Veterans November 13 to 17
 Continuing StudentsNovember 18 to December 8
 New and re-entering studentsDecember 9
 ADD Dates
 Late ADDs are not permitted
 Deadline to add online February 9
 Deadline to add full term (16-week) classes in person February 21
 DROP CLASSES ON-LINE ONLY
 (16-week classes)
 Drop classes without receiving a "W" with refund (By Internet only) February 23*
 Drop classes without incurring fees or with a refund (Registration/parking/non-resident fees/semester-length
 classes)
 (By Internet only) February 23*
 Drop classes with a "W" – A letter grade is required after this date forward -
 (By Internet only) May 11

If you stop attending a class (or wish to drop a class), YOU MUST DROP THE CLASS YOURSELF – OFFICIALLY – on or before May 11, 2014 (by Internet only). Failure to do so may result in a grade of "F" in that class.

*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. (See Important Notice, page 3)

NOTE: Remember to check the fall 2014 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/>

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/

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 AND THE CULINARY ARTS INSTITUTE'S SCHEDULE, FACULTY FUNCTIONS, CATERING EVENTS AND PRODUCT/INGREDIENT AVAILABILITY.