

Mt. SAC
**Culinary
Arts**
Certificate



+Cohort Catalog

Accelerated Certificate Program

<http://mtsac.edu/culinaryarts>

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Program Overview

The culinary arts certificate program prepares students for entry level career opportunities in restaurants, catering, hotels, theme parks, and other food service businesses. Students gain practical training in the use of commercial equipment and acquire the skills necessary to be successful in the field of culinary arts such as: knife skills, food production, presentation, menu development, portion control, and nutrition. Students who successfully complete the requirements for this certificate will also earn the Food Protection Manager Certification from the National Restaurant Association upon passing the ServSafe Exam.

Cohort Description

The culinary arts cohort is a special program for students interested in completing their culinary arts certificate in a shorter period than part-time students. The cohort is designed to fast-track students towards a Certificate in Culinary Arts in as little as one semester. Eligible students enrolled in the cohort would be **guaranteed** registration in all of the (6) courses required to complete the certificate program. Student will only need to be on campus two days a week (Tuesdays and Thursdays) for the culinary courses. The non-culinary classes (HRM52-Food Safety & Sanitation and NF10 Nutrition for Personal Health & Wellness) will be offered as distance learning courses with only one meeting for the final exam for HRM52.

Cohort Eligibility

Students Must:

1. have a cumulative GPA of 2.0 or higher
2. have completed English 68 or higher; or taken the English placement test and placed into English 68.
3. be a culinary arts, foods services, restaurant management, or hospitality major
4. be willing to purchase the necessary resources and materials needed for the program (uniform, textbooks, ServSafe Food Protection Manager Exam Voucher-*if needed*)
5. be willing to adhere to strict industry grooming standards
6. be available to enroll in all cohort courses within the designated semester (*Fall or Spring*)*

(eligibility cont.)

- complete the Culinary Arts Cohort [application online](#) and attach a copy of the most recent transcript (unofficial copy is acceptable).

**Note: Students who have previously completed any of the courses required for the certificate are still eligible to enroll in the culinary arts cohorts and only take the remaining classes needed to earn the certificate.*

Tuition and Fees *(Estimated)*

The following table provides an estimated student cost for enrolling in the cohort program. The tuition costs are based on the college's current tuition rates of \$46/unit for in-state students and \$217/unit tuition + \$46/unit enrollment fee for out-of-state/non-resident students.

Description	In-State	Out-Of-State
Tuition (16.5 units)	\$ 759.00	\$ 3,580.50
Enrollment Fees	\$ -	\$ 759.00
Textbooks (HRM & NF)	\$ 403.00	\$ 403.00
Uniform	\$ 68.00	\$ 68.00
Estimated Total	\$ 1,230.00	\$ 4,810.50

Tuition costs will be lower for students who may have already completed any course that is a part of the culinary arts certificate.

Certificate Requirements



Certificate No: E0373

The culinary arts certificate requires the completion of five core HRM courses and one NF (Nutrition & Foods) course for a total of 16.5 units. The Culinary Arts Certificate program will prepare students for food production job opportunities in the food service industry.

This is a hands-on skills-based certificate program taught in a commercial culinary facility. The certificate program covers the preparation and presentation of hot and cold foods including:

sauces, soups, salads, sandwiches, appetizers, hors d'oeuvres, and buffets. Preparation of baked goods and pastries will also be covered including: breads, cakes, icing, laminated pastries, cookies, pies, tarts, and plated desserts. Also included are the preparation of international cuisines from Asia, Europe, the Mediterranean, and Latin America. Emphasis will be placed on regional dishes from: China, Japan, India, Thailand, Spain, Italy, France, Greece, Lebanon, and Mexico.

Cohort- Core Classes

Units

HRM52 Food Safety and Sanitation	1.5
NF10 Nutrition for Personal Health and Wellness	3.0
HRM54 Basic Cooking Techniques	3.0
HRM81 Garde Manger	3.0
HRM82 Baking & Pastry	3.0
HRM83 International Cuisines	3.0
Total Units	16.5

Students may substitute NF10 with NF20 or NF25 as well.

Cohort Schedule

Fall / Spring		Tuesday	Wednesday	Thursday
First 8 Weeks	7:30AM – 12:55PM	HRM54 Basic Cooking Techniques	No classes First 8 weeks Focus on	HRM54 Basic Cooking Techniques
	1:15PM – 6:40PM	HRM82 Baking and Pastry	NF 10	HRM82 Baking and Pastry
Second 8 Weeks	7:30AM – 12:55PM	HRM81 Garde Manger	HRM52 Food Safety & Sanitation (10AM – 12PM) <i>Hybrid</i>	HRM81 Garde Manger
	1:15PM – 6:40PM	HRM83 International Cuisines		HRM83 International Cuisines
Online Classes	<ul style="list-style-type: none"> NF10-Nutrition-Personal Health (Online 16 Week course) 			

Certificate Requirements & Application

Requirements for all Certificates include the following:

- ✓ At least ½ of the credits earned towards the certificate MUST be completed at Mt. San Antonio College.
- ✓ A grade of “C” or better MUST be earned in each course to be applied to the certificate.
- ✓ Eligible Students may apply for multiple certificates.
- ✓ A separate application is required for **each** certificate.

How to Apply:

- ✓ Students may download the certificate application at:
http://www.mtsac.edu/admissions/pdf/certificate_app.pdf
- ✓ Complete application.
- ✓ Submit application at the Admission & Records Office located in Bldg. 9C (Ground Level).

Note: The unit requirement for Skills Certificates is required for some forms of financial aid eligibility. Students should consult with the Financial Aid Office to determine whether a particular program of study qualifies for financial aid.



Information Regarding Application for Certificate

Admissions and Records ■ Student Services Center, Lower Level

Please read all the following information carefully before completing the application.

1. Answer all questions.
2. Print your name **EXACTLY** as you wish it to appear on your certificate.
3. Indicate the **EXACT** address to which the certificate should be mailed.
4. If you wish to receive credit for this certificate for courses taken at another institution, it is your responsibility to submit transcripts to appropriate Division office(s) to have variance(s) filled out for approval prior to your request for the certificate.

NOTE: At least half of the required number of units for this certificate must have been taken at Mt. SAC.

5. The specific requirements for each certificate program are listed in the Mt. SAC catalog. You must have remained in continuous attendance at Mt. SAC since beginning your certificate program. Please check with an academic advisor or Admissions clerk if there is any confusion regarding your catalog rights and continuous attendance.
6. Sign the application form as indicated and submit it to the Admissions and Records Office.
7. The Admissions and Records office will certify the information and prepare a certificate for mailing to the address provided.

Course Description

Required Courses



HRM52 Food Safety & Sanitation

This course presents the basic principles of sanitation and safety in the food service industry. Emphasis is placed on the role of management in design, implementation, and training to establish an effective Hazard Analysis Critical Control Point (HACCP) system. Students will have the opportunity to earn the National Restaurant Association's ServSafe Certificate upon completion of the course.

This course is offered online with only one campus meeting for the final exam.

Note: Students who already hold a current ServSafe Food Protection Manager Card are not required to take this course.
Textbook: [ServSafe Manager 6th Ed. \(w/Online Voucher\)](#)



NF10 Nutrition for Personal Health & Wellness

Principles of nutrition and its relationship to optimum health. Emphasizes nutrient needs, food selection, and weight control during the various life stages from prenatal to adult. Student food intake is evaluated in several ways including computer diet analysis. This course is intended for non-health science majors.

Note: Student who have already completed any of the following nutrition classes, do not need to enroll in this course: NF20 or NF25
Textbook:
 - [Nutrition for Life 3rd ed.](#)
 - [MyDietAnalysis Student Access Code Card](#)



HRM54 Basic Cooking Techniques

Professional cooking, tasting, and evaluating techniques for commercial operations. Emphasis on identification and use of proper equipment and ingredients in the production of: stocks, sauces, soups, salads, dressing, meats, poultry, fish, vegetables, starch, and desserts. Uniform and student knife set required.

Note: Uniform required.
Textbook: [On Cooking 5th ed.](#)

Course Description (cont.)



HRM81 Garde Manger

Preparation and presentation of cold kitchen foods including: sauces, soups, salads, sandwiches, appetizers, hors d'oeuvres, and buffets.

Note: Uniform required

Textbook: [On Cooking 5th edition](#)



HRM82 Baking and Pastry

Preparation of baked goods and pastries including: breads, cakes, icing, laminated pastries, cookies, pies, tarts, and plated desserts.

Note: Uniform required

Textbook: [On Cooking 5th edition](#)



HRM83 International Cuisines

Preparation of international cuisines from Asia, Europe, the Mediterranean, and Latin America. Emphasis will be placed on regional dishes from: China, Japan, India, Thailand, Spain, Italy, France, Greece, Lebanon, and Mexico.

Note: Uniform required

Textbook: [International Cuisines](#)

Rules and Regulations

Dress Code and Grooming Standards

Students must purchase and wear the official Mt.SAC Culinary Arts uniform comprised of a white chef's coat with the Mt.SAC logo, checkered chef pants, black skull-cap, white bistro-apron, black non-slip shoes, and a knife set. All of the following items **except** the black non-slip shoes may be purchased at the Mt. SAC Bookstore.



Mt. SAC Culinary Arts Uniform. *Neckerchief is optional*

Uniform **MUST** be:

- Clean, spotless, and ironed (wrinkle-free)
- Apron, wrapped around the waist
- Black polished non-slip shoes

Grooming Standards:

- Shower and use deodorant before class.
- Hair: No smell of hair (clean). Keep it neatly trimmed and tie it back if it is long (for female). Males need to have short hair (above the collar line)
- Personal appearance, be fresh all day long. (Female) avoid too much make up and no perfume.
- No jewelry is to be worn except the wedding ring and a wrist watch
- Facial hair: Clean shave or well-trimmed moustache and beard (male).
- Sideburns may not extend beyond earlobe.
- No visible bodily piercings including tongue rings (no spacers either)
- Nails must be kept short and clean. (No polish, studs, or acrylics)

Students who fail to abide by the dress code or grooming standards may be dismissed from class. Repeat offenders may be dropped from the class AND the cohort at the discretion of the Culinary Arts Cohort Director.

Attendance and Tardiness Policy

Class attendance is mandatory. Due to the fast paced nature of the cohort and limited number of class or lab meetings, unexcused tardiness and/or absences WILL NOT BE TOLERATED! Students will be expected to attend all class meetings on time and in uniform. Uniforms are only required for the cooking classes (HRM54, HRM81, HRM82, HRM83).

Only a college authorized absences will be accepted provided they do not exceed a total of 2 absences. Authorized absences include:

1. Participation in a competitive or performing event on behalf of the college (i.e. athletics, choir, forensics, aviation, etc...)
2. participation in a mandatory class field trip (requires a letter or email - in advance from the professor supervising the field trip)
3. verifiable illness or injury (requires a doctor's note specifically excusing the student from class)
4. court summons to attend court as a juror or litigant (court documentation required)
5. call to active duty (military personnel)

If you anticipate missing any class, contact your professor in advance at least 24 hours in advance to notify them by email of your absence. Note, emailing your professor does not constitute an excused absence.

Students who miss any class are responsible for completing all of the missed worked. You may contact you professor to find out if there are any materials or handouts that you need from them.

Students who have excessive absences (three or more) in any given class may be:

- dropped from the class; or
- receive an incomplete (in rare cases); or
- receive a failing grade in the course; and/or
- dropped from the cohort at the discretion of the Culinary Arts Cohort Director

Tardiness

Attendance will be taken at the beginning of class. Tardiness or arriving unprepared, or out of uniform to class is unacceptable! Students arriving late to class may lose points and/or may be dismissed from the class at the discretion of the professor. Repeat offenders will be reported and may be dropped from the cohort at the discretion of the Culinary Arts Cohort Director

Any combination of tardiness and/or absences totaling three or more may result in a student's dismissal from the cohort.

Professionalism and Student Expectations

Behavior:

1. Behave in professional and courteous manner at all times.
2. You are expected to comply with your professor's instructions; failure to do so may result in your dismissal from class and/or failing the course.
3. Be polite, display common courtesy, and respect towards your classmates and professor.
4. Refrain from talking during lectures. Disruptive students may be asked to leave the class, marked as absent, and reported to the Student Life office.
5. Use of profanity, disrespecting classmates, or the professor will not be tolerated. You will be dismissed from class and may be dropped from the class and receive an "F".

Performance:

1. Contact your professor immediately if you are having difficulties with the course or understanding any assignment. Do not wait until it is too late (i.e.: after the mid-term or right before the final exam or deadline).
2. Inactive or unprepared students may be dropped from class due to poor performance as determined by the professor.
3. You are expected to participate in all course activities including lectures and group work. Not participating in 80% of class activities may result in a failing grade for the class or being dropped for failing to meet the academic standards for cohort.
4. You are expected to comply with your professor's instructions; failure to do so may result in your dismissal from class and/or failing the course, and/or being dropped from the cohort.

Drop, Withdrawal, and Dismissal Policy

The Culinary Arts Cohort is specially designed to serve the needs of serious and committed students who want to complete their Culinary Arts certificate in one semester. Students who are unsure of their commitment level, schedule, or ability to complete all of the courses within the specified time frame (one semester), should not enroll in the cohort.

The Culinary Arts Cohort has a very strict withdrawal, performance, and dismissal policy. Students who withdraw, drop, or are dismissed from the cohort for any reason will not be permitted to re-enroll in the cohort again.

Dismissal from the Cohort:

Students may be dismissed from the cohort for any of the following reasons as determined by the Culinary Arts Cohort Director:

- failing to register for the required courses to complete the cohort
- failing to purchase the required uniform and textbooks
- failing to meet the strict behavioral and performance standards listed in this catalog and the syllabi for each course within the cohort
- unauthorized or excessive absences (3 or more)
- being repeatedly tardy (3 or more)
- violation of the college students code of conduct

Cohort Application

How to Apply

Before submitting an application to be considered for the Culinary Arts Cohort, you will need to do a few things and gather a few documents. Here's a checklist of the things that you'll need before you complete the online application.

- ✓ **Eligibility Criteria:** Be sure that you meet the [Eligibility listed on page 3](#) before you apply.
- ✓ **Rules and Regulations:** Read the Rules and Regulations very carefully and be sure to understand the standards and policies listed. The rules and regulations are very strict and students accepted into the cohort are expected to abide by all of them. Violation of the rules will not be tolerated and you may be dismissed from the cohort as a result of an infraction.
- ✓ **Food Handler Card:** You need a Food Handler Card before being accepted in the cohort. If you do not have a Food Handler Card you can get one by completing a short online course and taking an online exam at <http://www.cafoodhandlers.com/>. Most students are able to complete the online course and training in a few hours. You will need to present your Food Handler Card to your Culinary Arts professor on the first day of class.
- ✓ **Online Application:** Complete the [online application](http://www.mtsac.edu/culinaryarts/cohort-application.html) at <http://www.mtsac.edu/culinaryarts/cohort-application.html>

There are limited seats in the cohort program. Therefore, students are highly encouraged to apply early. If you are interested in Culinary Arts, do not wait! Apply Immediately!

Purchase Required Materials

Once you have submitted your application, you will receive a confirmation via email. Your application will be reviewed, and you will be notified with one business week if you have been accepted into the cohort.

If accepted, your acceptance will be "tentative". You will need to purchase your uniform from the Mt. SAC bookstore immediately. You will also need to purchase the textbooks for the cohort. You may purchase the books from the Mt.SAC bookstore or online.

Class Registration

Once you have been tentatively accepted into the cohort, purchased your uniform, and textbooks, you will be given a special CRN numbers for the courses that you need to enroll in. DO NOT register for any classes that are open. Cohort students will be registered in the “restricted” classes that are specifically designated for the cohort.

Your application status will be changed from tentative to a permanent status once you have registered for the classes you need.

Cohort Orientation

Students tentatively accepted into the cohort will be invited to attend a mandatory orientation meeting prior to the commencement of the semester. The orientation will provide students an opportunity to:

- meet other cohort participants
- meet faculty
- complete the certificate application form
- ask questions.

Faculty Contact Information

Prof. Shelley Doonan

Professor of Hospitality Management and Culinary Arts

Culinary Arts Competition Coordinator

Courses Taught: *HRM54 Basic Cooking Techniques* and *HRM83 International Cuisines*

Email: sdoonan@mtsac.edu

Prof. Mee Shum

Adjunct Faculty, Culinary Arts and Hospitality Management

Work Experience Supervisor

Courses Taught: and *HRM81 Garde Manger* and *HRM82 Baking & Pastry*

Email: mshum@mtsac.edu

Prof. Sandra Weatherilt

Professor of Nutrition and Foods

Courses Taught: *HRM52 Food Safety & Sanitation* and *NF10 Nutrition for Personal Health & Wellness*

Email: sweatherilt@mtsac.edu



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