

# JNA



**Institute of Culinary Arts**

*JNA INSTITUTE OF CULINARY ARTS*  
*SCHOOL CATALOG*

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JNA Institute of Culinary Arts  
1212 South Broad Street  
Philadelphia, PA 19146  
215-468-8800  
[culinaryarts.edu](http://culinaryarts.edu)

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# GENERAL INFORMATION

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## **Philosophy**

JNA Institute of Culinary Arts is dedicated to turning out well-trained graduates. The faculty, using modern educational techniques, teaches the students in a realistic job setting. Hands-on training is stressed, but theory and relevant course work are also used to provide our students with the necessary background and experience to become successes.

The staff and faculty seek to help the student develop positive self-images as well as marketable skills. The quality of our training is such that our graduates are often employed in a short period time.

The hallmarks of our training are easily identified. They are affective instructional methods, hands-on training, and material of educational relevance. We deliver this to our students in a friendly and caring atmosphere.

The school realizes its mission through the achievement of these goals:

- To teach our students the skills needed to gain meaningful employment.
- To assist our employers in matching their employment needs with our graduates.
- To promote ethical, moral, and legal business practices in the conduct of running the school.

## **History**

JNA Institute of Culinary Arts has provided quality training for the food service industry since 1988. From the standpoint of success stories, graduates from our first program are still employed in the food service industry in ever increasing areas of responsibility. We encourage our graduates to stay in touch with us through their careers and come back to talk with our new students to help them through the hard times as they prepare for a lifetime of successful hospitality employment. Our graduates become part of our family.

With a strong concern for educational excellence and a proud record of job placement, the school maintains an excellent reputation among students, graduates, and employers throughout the Philadelphia area. In 1999 the Alpha Beta Kappa National Honor Society authorized the establishment of the "Iota of Pennsylvania" Chapter at the school.

In 1992 the school was recognized by the Pennsylvania Department of Education, State Board of Private Licensed Schools and was granted a License to operate as a private licensed school.

JNA Institute of Culinary Arts is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) and has been since February 1994. In February 2015 the school was re-accredited for a fifth 5-year period. Additionally, ACCSC has recognized JNA Institute of Culinary Arts as a 2006 ACCSC School of Distinction.

## **Licenses, Accreditation, and Professional Memberships**

JNA Institute of Culinary Arts is:

- Licensed by the Pennsylvania Department of Education, State Board of Private Licensed Schools, Commonwealth of Pennsylvania.
- Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The Accrediting Commission of Career Schools and Colleges is a recognized accrediting agency by the U.S. Department of Education.
- Approved for Veterans Education under the provisions of Title 38, U.S. Code, § 3675 by the Veterans Administration.
- Approved to participate in Federal Title IV Financial Aid Programs including Pell Grants, FSEOG, Stafford Loans, and SLS/PLUS loans.
- Authorized under Federal law to enroll nonimmigrant alien students.
- A Professional Management Development Partner of the Educational Foundation of the National Restaurant Association.
- A Founding Partner of the Foodservice Educators Network International.
- A Member of the National Restaurant Association
- A Member of American Culinary Federation
- A Member of Women Chefs & Restaurateurs
- A Member of the Pennsylvania Restaurant Association
- A Member of the International Foodservice Executives Association
- A Member of the Greater Philadelphia Chamber of Commerce

## **Administration and Staff**

The character and strength of the faculty and staff are ultimately an important measurement of a good school. The members of our faculty have received training in numerous foodservice facilities and from varied experiences. They are dedicated men and women who love their subjects and enjoy teaching. They use the case-study method, combined with lectures, and small group discussions to address real-world management and culinary situations and business challenges. They are accessible to students, demanding of students' best efforts, and genuinely concerned with the interests and capabilities of students in and out of the classroom. A list of current faculty is available from the admissions staff or on the school's web page.

## **Facilities and Equipment**

The school is located at the south end of the Avenue of the Arts, in the heart of historic South Philadelphia, and is easily accessible by all forms of public transportation. The school features two laboratory kitchens with ranges, ovens, broilers, other commercial cooking equipment and supplies needed to simulate working restaurants. The use of these laboratory kitchens in conjunction with classroom lectures enhances the training provided by our programs. Our equipment assists in the proper instruction and production of breads, cakes, tarts, sauces, salads and entrées that prepares and qualifies students to meet the expectations of the food service industry.

**Class Size**

The maximum number of students per lecture or demonstration classroom is 40 and 20 per laboratory class. By keeping our classes small, we hope to encourage class participation and provide optimal conditions for learning.

# ADMISSION REQUIREMENTS

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## Admissions Procedures

At JNA Institute of Culinary Arts, we care about more than just your high school grades. We know every applicant has different strengths and weaknesses and our admission procedure is designed to consider a number of criteria when determining admission including: your high school performance, application responses, entrance exam score, admissions interview, and kitchen visit (if applicable). Every student who wishes to attend JNA Institute of Culinary Arts must complete the application process.

To be considered for admission, first-time students and transfer applicants must fulfill the following admissions requirements:

1. Submit a complete application, with thorough responses to the essay questions. Can be done online at: [www.culinaryarts.edu](http://www.culinaryarts.edu)
2. Submit official transcripts from your high school. You can also bring your original high school diploma into the school and we can make a copy of it (this can replace the high school transcript). If you hold an equivalency diploma, you must submit a copy of your GED test scores.
3. Be interviewed by an admissions representative (in-person or by phone).
4. Supply standardized test scores - we accept both the SAT (800 or better, on the 400-1600 point scale) and ACT (composite score of 16 or better). **Our SAT code is 3049 and our ACT code is 7054.** Otherwise, please call our office for an appointment to take the Wonderlic SLE (usually scheduled after your kitchen visit, more information about the kitchen visit is provided below).
5. (STRONGLY RECOMMENDED) Submit official transcripts from all college(s) or technical school(s) you have attended.
6. (OPTIONAL) Submit one personal and one professional or educational recommendation

Prospective students whose native language is not English are also required to provide proof of English proficiency (e.g. TOEFL iBT, IELTS Academic, or other English proficiency assessment) prior to admission.

**Our TOEFL code number is: B381**

TOEFL iBT Minimum Scores:		IELTS Minimum Scores	
Listening	17	Listening	5.5
Reading	14	Reading	5.5
Writing	17	Writing	5.5
Speaking	18	Speaking	5.5

## School Tour & Kitchen Visit

We also strongly encourage all applicants who live in the greater Philadelphia region to tour the school's facilities to gain a visual appreciation of the training program and to participate in a Kitchen Visit, where the applicant can join a culinary class (lecture/demonstration) and participate in our morning kitchen lab. The Kitchen Visit is duly purposed in that it allows the student to experience a day in the life of our culinary students and it also allows our admissions staff and chef instructors to meet each applicant to determine his/her suitability in our program and in the food service industry.



## **The Wonderlic SLE**

The Wonderlic Scholastic Level Exam (SLE) is the academic version of the Wonderlic Cognitive Ability Test and is used to assess one's general mental ability by assessing one's ability to learn, adapt, solve problems, and understand instructions. Applicants who cannot supply SAT or ACT scores to our admissions department must visit the school to complete this 12-minute examination. Applicants must score 11 points or higher to be accepted into JNA Institute of Culinary Arts.

## **Enrollment Agreement**

In the event that the application results in acceptance of the training program by the applicant, and the school's willingness to accept the applicant as a student, an enrollment agreement will be prepared in duplicate. The applicant and the school official will sign both copies. In the event that the applicant is a minor, a parent or guardian must also sign. Students are admitted, trained, and referred for employment without regard to race, color, sex, or national origin. JNA is an Equal Opportunity Employer/School.

## **Credit for Previous Training/Transfer of Credits**

JNA Institute of Culinary Arts grants unit credit for college courses completed at United States accredited colleges and universities. Courses determined to be essentially the same as courses offered at JNA Institute of Culinary Arts will be granted credit, if the course:

- is listed in the original institution's catalog/website of official courses for the year in which the course was completed
- includes the same or similar content, and
- requires the same or similar prerequisite course work, and
- is offered at the same level of instruction

Courses that further the students' knowledge and understanding in general education disciplines such as mathematics, literature, business or technology, are acceptable for transfer if comparable in score and depth to those offered at JNA Institute of Culinary Arts. Courses accepted for transfer must be reported on an official transcript (academic record) which must be provided to JNA in a sealed envelope from the original college/university of enrollment, bearing the institution's seal and registrar's signature.

No requests will be considered after the start of classes. Students will be granted up to 14 units of credit for the Food Service Training Diploma Program and up to 31 units of credit for the Associate of Specialized Technology in Culinary Arts / Restaurant Management program for coursework completed at any institution or any combination of institutions.

### **Notes:**

1. Remedial academic courses in English and Mathematics are not transferable.
2. Courses completed at unaccredited/non-regionally accredited institutions may be reviewed on a case-by-case basis.
3. JNA Institute of Culinary Arts does not grant credit for work experience, military/recruit basic training, and remedial academic or personal enrichment courses.

4. JNA Institute of Culinary Arts will not grant credit for college courses in which the content duplicated material of a previously completed course for which credit has already been granted; with the exception of the repeat of deficient (D/F) course grades.

Decisions concerning the acceptance of credits by any school other than the granting school are made at the sole discretion of the receiving school. No representation is made whatsoever concerning the transferability of credits to any school. Students must contact the Registrar of the receiving school to determine what credits, if any, that school will accept.

# FINANCIAL INFORMATION

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## Tuition

The tuition charged for the program is a comprehensive fee covering all services excluding books, supplies and class uniforms. Specifications of required items can be obtained from the Admissions Office. Full tuition is due at the start of training. Weekly or monthly payment plans, when necessary, are available to students. This decision is made on an individual basis.

Tuition payments of students sponsored by employers or government agencies will be geared to the school and to the procedures and billing requirements of the agencies.

Specific tuition charges and fees for each program are as follows:

	Clock hours/ Credit hours	Tuition	Registration fee	Total	Estimated cost of non-included items
<b>Food Service Training Diploma Program</b>	910/31.5	\$14,500.00	\$75.00	\$14,575.00	\$310.00
<b>Culinary Arts / Restaurant Management AST Program</b>	1650/62	\$29,000.00	\$75.00	\$29,075.00	\$1735.00

## Refund and Withdrawal Policies

If the applicant accepted by JNA Institute of Culinary Arts cancels within five (5) business days following the date an enrollment agreement is signed, all moneys will be refunded to the applicant. In the event of a cancellation notification following this period, but prior to the start of class, the school will refund all moneys, less the registration fee of \$75.00. Upon cancellation after the beginning of training the refund policy will be as follows:

- For a student terminating training after entering school and starting the program, a pro-rata refund will be made to the student for that portion of the tuition, fees, and other charges assessed to the student equal to the portion of enrollment that remains after the last day of attendance by the student.
- The refund will be less any unpaid charges owed by the student for the period of enrollment for which the student has been charged.
- For a student terminating training after completing more than 60% of the period of enrollment, the school will retain the entire contract price of the period of enrollment including tuition, fees, and other charges.

## Return of Title IV Funds Policy

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Unsubsidized Direct Stafford Loans (other than PLUS loans)
- Subsidized Direct Stafford Loans
- Federal Perkins Loans
- Federal Parent (PLUS) Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return of funds is required
- Federal Supplemental Opportunity Grants for which a Return of funds is required
- Other assistance under this Title for which a Return of funds is required (e.g., LEAP)

### ***Special Cases***

In the event of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school shall make a settlement, which is reasonable and fair to both parties.

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three (3) days following either attendance at an orientation or following a tour of the school's facilities and inspection of the equipment.

The official withdrawal date of any student is considered to be the last date of attendance. The date of determination will be within thirty (30) days of the student's last date of attendance or when the student fails to return to class after an approved leave. All refunds will be made within thirty (30) days of the date of determination.

## **Financial Aid**

JNA Institute of Culinary Arts is approved to participate in Federal Title IV Financial Aid Programs including Pell Grants, FSEOG, Stafford Loans, Direct Loans, and SLS/PLUS loans. The student should see the Financial Aid Administrator for more specific information about the application process for these programs.

All students applying for Federal Title IV aid programs may be required to submit supporting documentation which may include copies of income tax returns and other proofs of income. The Federal Government will select certain students for validation. These students will be required to submit signed documents proving income. No Federal funds will be issued to these students unless the documentation is complete. Loan checks will be returned to the lender in 45 days if the documentation is not complete. Students will be informed about the effect of documentation on their aid package.

Private financing can be arranged for students with sufficient income through the school. Approval of the School Director is required. Monthly payments including an interest charge can also be arranged through a finance company. Please see the Financial Aid Administrator for more information on interest rates and the application process.

## **Comparable Tuition and Program Information**

Information related to comparable tuition and program length is available from:

ACCSC  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
[www.accsc.org](http://www.accsc.org)  
(703) 247-4212

# ACADEMIC INFORMATION

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## Grading System

The grading system is used to measure the student's ability to meet employment standards for entry-level employees. Each month, the student receives a grade for the completed course.

At the end of the monthly grading cycle, a student progress report will be issued summarizing grades as follows:

Definition	Letter Grade	Percentage	Numerical Grade
Excellent	A	90 - 100%	4.0
Good	B	80 - 89%	3.0
Fair	C	70 - 79%	2.0
Poor	D	60 - 69%	1.0
Failing	F	Below 60%	0.0
Incomplete	I	Not Computed	Not Computed
Withdrawal	W	Not Computed	Not Computed
Transfer	TR	Not Computed	Not Computed

## Incompletes

A student will receive a grade of Incomplete (I) if any work remains incomplete at the end of the grading period. A time limit, not to exceed thirty (30) days, will be given to complete the assignments. The "I" will revert to an "F" if the student does not complete the work in the required time.

## Withdrawal

A grade of Withdrawal (W) will be given to any student who withdraws before completing a course.

## Reinstatement

When a student withdraws or is terminated by the school and wishes to return to school the student must make application to the school's Director of Training. If the request to re-start is approved, the student will be assessed tuition for the portion of the program for which they are re-entering.

Students wishing to restart after withdrawing or terminating from the school a second time must meet with the School Director and or Admissions Director to review the request to restart school. In all cases the decision of the School Director will be final.

## Graduation Requirements

Candidates for graduation must receive a passing grade in each course with a final overall average of at least 70%. All financial obligations to the school must be met before candidates will receive their diploma or degree.

## Student Reports

Interim reports are issued to students at the end of class segment. A final report will be issued to the student at the conclusion of the program.

## Degrees, Diplomas, and Certificates

An Associate in Specialized Technology Degree or Diploma, depending on the chosen program, will be awarded to those students who satisfactorily complete the program of study.

## Clock Hours and Clock Hours to Credit Hours

The school's clock hour definition is that one (1) clock hour of instruction equals sixty (60) minutes. The school's credit hour from clock hour conversion is as follow:

- One academic year equals 900 clock hours
- One semester credit hour equals 45 units comprised of the following academic activities:
- One clock hour in a didactic learning environment = 2 units
- One clock hour in a supervised laboratory setting of instruction = 1.5 units
- One hour of externship = 1 unit
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit

## Student Records

The student's record of attendance, monthly ratings, and cumulative ratings, will be maintained in the active file while the student is in school. An official transcript reflecting this data will be placed in the inactive file when the student leaves school. This record will be kept in perpetuity.

## School Holiday Observance Schedule

The school calendar listing term beginning and end dates, school holidays, and other important dates can be found by going to the school web page and following the links to the **Academic Calendar**

## Class Start Dates

The list below represents the class starting dates:

Term Beginning	Expected completion date of the diploma program	Expected completion date of the AST program
11/5/2018	8/16/2019	5/16/2020
02/11/2019	11/15/2019	8/14/2020
05/13/2019	2/14/2020	11/20/2020
08/12/2019	5/15/2020	1/22/2021
11/04/2019	8/14/2020	5/14/2021

# SCHOOL POLICIES

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## **Student Conduct and Dismissal Policies**

Students are expected to conduct themselves as professionals at all times in keeping with hospitality industry practices. Students should view enrollment as part of their professional growth, a step towards the temperament and attitude of the hospitality industry. A student's enrollment may be discontinued for unsatisfactory progress, excessive absences (over 15% of the course), failure to make scheduled tuition payments, violation of school rules, violation of the school's policy on smoking, drug or alcohol use, or destruction or defacement of school property. Students will be given adequate notice of the school's intent to terminate their enrollment. The following is a selected list of guidelines.

- A student must be in dress code at all classes.
- It is required that students arrive for class on time.
- Submit assignments on time.
- Never use foul language.
- Act professional and refined, with respect for your fellow students and the staff.
- Address staff by the proper title; i.e. Mr., Mrs., Ms., Chef.
- Be supportive, fair, and helpful to your fellow classmates.
- Support the Institute - it is now an important part of your career.

## **Attendance**

Students must attend class regularly and punctually. Excessive absences or lateness (over 15% of the class) hinders the student's ability to learn the subject matter and therefore results in failing grades. Students who are absent or late over 15% of the program may be terminated from the school.

## **Class Cuts**

Class cuts are not permitted and will be recorded as an absence.

## **Make-up Work**

In the event of early dismissal, excused absence or lateness, the student will be required to make-up work and tests to meet the school's requirements. The student is required to request a re-take with the appropriate instructor. If approved, the re-take will occur before or after normal class hours at the direction of the instructor. Note: The maximum score for the re-take will be 75. Also students are required to make this request within 7 calendar days of the date of the original exam or proficiency. The final decision to approve a request rests with the appropriate instructor.

## **Lateness**

Any student not present at the start of the scheduled class time will be considered late. Students who report to school 15 minutes or more after the scheduled starting time must obtain a late slip from the office before they will be permitted to attend class. Three (3) latenesses will count as one (1) absence in determining the student's attendance rate for the 15% maximum.

## **Early Dismissal**



A student may leave before the end of the school day providing he/she has a good cause for doing so and has received the permission from the instructor.

### **Withdrawal**

A student may terminate his/her training at anytime, without any additional charge. Advance notice, however, is desirable. Written notification should be sent to the School Director.

### **Leave of Absence**

A leave of absence may be granted to a student who must temporarily interrupt his/her training. A request must be made in writing and will be honored only for reasons deemed valid by the School Director. Sponsoring Agencies, if any, will be notified when a student is granted a leave of absence. A leave of absence may not exceed 60 days.

### **Satisfactory Academic Progress**

The school requires that all students maintain satisfactory academic progress in order to remain in school.

Student progress evaluations are based on their cumulative grade point average which includes the quality of work and the pace at which required classes are successfully completed (incremental progress towards timely completion).

#### ***Specifically:***

The minimum cumulative grade point average at the end of each month is as follows:

1st Month	2nd Month	3rd Month	4th Month
60%	65%	70%	70%

When a progress report shows a student to have an unsatisfactory grade point average or, unsatisfactory attendance a consultation with a school official will be scheduled. At that time the student will be placed on probation for one month to improve his/her grades and/or attendance. If, at the end of the time period, the student does not show satisfactory progress, the student will be dismissed from the school.

On an individual basis, where circumstances warrant, additional time may be given to students to complete the course requirements. The maximum number of hours spent in completion may not exceed 1.5 times the normal length of the training program.

### **Repeated Courses**

Whenever a student repeats a course for the purpose of raising a failing grade, the new grade earned when repeating the course will not replace the first grade on the student's transcript and both will be used to calculate the student's cumulative grade point average.

### **Special Policies for V.A. Educational Assistance**

#### ***Leave***

Leave of absence is granted only to students who wish to temporarily interrupt their training for personal reasons. A request for leave must be made in advance in writing, or time away from school will

be considered an absence. The Veterans Administration will be notified immediately when a veteran student is granted a leave of absence.

***Absence***

Students must attend a minimum of 85% of all scheduled classes to attain satisfactory progress. A student who accumulates more than 15% absenteeism (including tardiness) is deficient and will be counseled by the institution. If the problem continues, the student may be subject to termination of his/her V.A. Educational Assistance Allowance.

***Class-cuts***

Class-Cuts are not permitted and shall be recorded as absences.

***Make-up Work***

Make-up work is not permitted for the purposes of receiving Veterans Administration Training Allowance.

***Tardiness***

Any student not physically present at the start of his/her scheduled class period will be considered tardy. Each occurrence accumulates and is included in total absenteeism reporting. Excessive tardiness may be cause for discontinuance of V.A. Educational Assistance Allowance.

***Unsatisfactory Progress***

V.A. students are subject to the school's policies on satisfactory academic progress. If the student's training is interrupted, all those concerned will be notified accordingly.

***Credit for Previous Education and Training***

Appropriate credit is given for comparable previous education and training, and the training period will be shortened accordingly.

# STUDENT SERVICES

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## **Job Placement/Employment Opportunities**

Every effort will be made by the school to assist the graduates in finding employment. Such efforts made by the school are without additional charge to the student. JNA places great value on the successful employment placement of graduates. We regard continuity on the job as a part of successful placement. We will maintain contact with the employer following the initial job placement in order to maintain an evaluation of the student's potential for professional advancement. Graduates who wish to change or update their employment are advised to call the school to make arrangements. THE SCHOOL WISHES TO EMPHASIZE THAT EMPLOYMENT CANNOT BE GUARANTEED TO THE STUDENT GRADUATE.

## **Housing**

JNA Institute of Culinary Arts does not have dormitory facilities, however assistance will be provided to guide out of town students in obtaining living accommodations. Students in need of emergency housing may secure assistance through their advisor, the Director of Academics, or the School Director.

## **Day Care**

The school will assist any student in securing day care while the student is enrolled in school.

## **Student Advising**

Vocational and personal advising is offered to enrolled students at the request of the student or recommendation of a staff member. Advisors offer support concerning vocational planning and personal problems that may affect a student's performance in school or on a future job. Students requesting additional counseling services will be referred to outside professional services.

## **Tutoring**

Students who require tutoring assistance should contact the Director of Academics or their advisor for referral to appropriate tutoring specialists.

## **Campus Security**

It is the policy of JNA Institute of Culinary Arts to report criminal actions and other emergencies occurring on the campus facility to the local police department or other appropriate law enforcement agencies. The School Director is the designated official responsible for campus security and reporting. Students and staff are encouraged to report campus crime promptly and accurately to the School Director.

## **Student Clubs, Associations, & Activities**

### ***Coquina Academia***

Coquina Academia provides an opportunity for interested students to expand their culinary knowledge in a small, informal setting. Meetings are held after classes and are open to all students.

### ***Pastry Club***

The Pastry Club is for students who are interested in specializing in pastry arts. Cakes, plated desserts, and other pastry arts activities are explored and practiced above and beyond the skills practiced during scheduled classes

### ***Sauté Club***

The Sauté Club is for students to experiment with various hot food line cooking techniques - Creating and adjusting recipes to the fast pace required for successful line cooking.

### ***Vin Fin***

Vin Fin is designed to give the novice an introduction to wines, while allowing the more seasoned members to enjoy discussions about the many facets of wine. Each meeting will include a brief lesson on a specific wine topic, along with a discussion relating to the buying and selling of wines in the business. Of course, what would a wine club be without a tasting? Each meeting will end with a tasting that is geared to introduce members to a new experience with wines. The meetings will be held the second Tuesday of every other month.

### ***Volunteer Opportunities***

During the year various opportunities arise for student's to gain practical experience participating in school functions and events. These functions and events include social and business catering services, industry/trade shows, consumer food shows, American Culinary Federation meetings, and charitable events in and around the City of Philadelphia. Please note, while most of these functions are volunteer opportunities, some require tickets or memberships to attend.

## **Complaint Procedures**

Questions or concerns regarding the school's ability to satisfy the terms of the enrollment agreement may be directed to the School Director.

Since the school is licensed by the State Board of Private Licensed Schools, questions or concerns that are not satisfactorily resolved by the School Director or his designate may be brought to the attention of the State Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA 17126-0333.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212  
[www.accsc.org](http://www.accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the administrative offices or online at [www.accsc.org](http://www.accsc.org).

# Food Service Training Diploma (Professional Cooking)

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## Program Length

This program consists of 910 clock hours over 30 weeks of instruction.

## Class Schedule

Classes vary and are in session from 7:30am to 9:00pm, Monday through Friday. 140 Clock Hours of training may be completed as an externship at food service sites with varied hours.

## Program Description and Outline

The Food Service Training Program is a program with a combination of classroom instruction and hands-on training which may be combined with an externship at a local restaurant, or other food service site. Students work in the school's kitchens in a simulated restaurant situation preparing meals for classmates, staff, and guests. The program prepares the student for entry-level employment in a wide variety of food service operations.

Course #	Title	Clock Hours	Credit Hours
FS-102	Characteristics of the Food Service Industry	15	.5
FS-103	Preparation	15	.5
FS-104	The Cooking Process	15	.5
FS-105	Cooking Science	30	1
FS-202	Stocks	15	.5
FS-203	Sauces	49	2
FS-204	Soups	15	.5
FS-205	Meat, Fish, & Poultry Cookery	49	2
FS-206	Vegetable, Rice, & Pasta Cookery	49	2
FS-207	Breakfast Cookery	49	2
FS-208	Pantry Cookery & Garde-manger	30	1
FS-209	Vegetarian Cookery	15	.5
FS-301	Yeast Dough	30	1
FS-302	Quick Breads and Pies	15	.5
FS-303	Cookies	15	.5
FS-304	Cakes	49	2
FS-305	Custards & Creams	15	.5
FS-199	Lab Series I	60	2
FS-299	Lab Series II	60	2
FS-399	Lab Series III	60	2
JP-100	Job Readiness	15	.5
LS-101	Interpersonal Skills I	45	2
LS-102	Interpersonal Skills II	60	2.5
<b><i>Elective courses (1 required)</i></b>			
WE-100	Externship	140	3
SC-100	Specialized Cooking	140	3
<b>Total Program Requirements</b>		<b>910</b>	<b>31.5</b>

# Associate in Specialized Technology of Culinary Arts / Restaurant Management

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## Program Length

This program consists of 1650 clock hours (62 semester credit hours) over 60 weeks of instruction.

## Class Schedule

Day classes vary and are in session from 7:30am to 9:00pm, Monday through Friday. 295 Clock Hours of training may be completed as an externship at local food service sites with varied hours.

## Program Description and Outline

The Culinary Arts / Restaurant Management program is designed to prepare the student for entry level front or back of house management employment in the food service/hospitality industry through a combination of lecture, hands-on labs, demonstrations and projects. The students are prepared to enter the highly competitive employment market in the food service/hospitality industry.

Course #	Title	Clock Hours	Credit Hours
LS-101	Interpersonal Skills I	45	2
LS-102	Interpersonal Skills II	60	2.5
JP-100	Job Readiness	15	.5
GE-100	Business Mathematics	60	3
GE-200	Business English	60	3
GE-500	History of World Cuisines	60	3
FS-102	Characteristics of the Food Service Industry	15	.5
FS-103	Preparation	15	.5
FS-104	The Cooking Process	15	.5
FS-105	Cooking Science	30	1
FS-301	Yeast Dough	30	1
FS-302	Quick Breads and Pies	15	.5
FS-303	Cookies	15	.5
FS-304	Cakes	49	2
FS-305	Custards & Creams	15	.5
AM-201	Introduction to the Hospitality Industry	45	2
FM-203	Basic Cost Control for Food Service Managers	45	2
HR-202	Food Service Supervision	45	2
MM-202	Introduction to Marketing in the Food Service Industry	45	2
OM-201	Food Service Sanitation	45	2
OM-203	Managing Service	45	2
	<b>Lab Requirement (180 clock hours/6 credit hours)</b>		
FS-199	Lab Series I(required )	60	2
FS-299	Lab Series II(elective)	60	2
FS-399	Lab Series III(required)	60	2
FS-499	Lab Series IV(elective)	60	2
	<b>Cooking Tract Requirements (elective path)</b>		
FS-202	Stocks	15	.5
FS-203	Sauces	49	2
FS-204	Soups	15	.5

FS-205	Meat, Fish, & Poultry Cookery	49	2
FS-206	Vegetable, Rice, & Pasta Cookery	49	2
FS-207	Breakfast Cookery	49	2
FS-208	Pantry Cookery & Garde-manger	30	1
FS-209	Vegetarian Cookery	15	.5
<b><i>Pastry Tract Requirements (elective path)</i></b>			
FS-401	Advanced Bread and Rolls (prerequisite FS-301)	60	2
FS-402	Advanced Quickbread (prerequisite FS-302)	60	2
FS-403	Cookies, Tarts, & Mignardises (prerequisite FS-303)	15	.5
FS-404	Advanced Cakes (prerequisite FS-304)	60	2
FS-405	Advanced custards, mousses & creams (prerequisite FS-305)	15	.5
FS-406	Dessert Plating and presentation	49	2
<b><i>Management Electives (135 clock hours/6 credit hours)</i></b>			
OM-202	Nutrition for the Food Service Manager	45	2
OM-205	Managing Food Service Facilities & Equipment	45	2
OM-206	Bar & Beverage Management	45	2
OM-207	Catering Menu Management	45	2
HR-203	Hospitality & Restaurant Management	45	2
AM-202	Legal Aspects of Hospitality Management	45	2
FM-202	Food Service Management Accounting	45	2
<b><i>Electives (2 required)</i></b>			
WE-100	Externship I	140	3
WE-200	Externship II (prerequisite WE-100)	155	3.5
SC-100	Specialized Cooking I	140	3
SC-200	Specialized Cooking II (prerequisite SC-100)	155	3.5
<b>Total Program Requirements</b>		<b>1650</b>	<b>62</b>



# COURSE DESCRIPTIONS

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## **AM-201 Introduction to the Hospitality Industry**

This course presents a general overview of the food service industry as well as a more detailed look at restaurants and institutional food service. Travel and the tourism industry are also featured. The course discusses hotel and motel management, current issues in hospitality management, and contemplates the future of the hospitality industry.

## **AM-202 Legal Aspects of Hospitality Management**

This course is devoted to the legal considerations of managers in food service operations. It provides non-technical explanations of legal subjects specific to food service. This course focuses on actions that managers can take to avoid legal trouble. This course provides a practical, operational approach to business law for food service managers.

## **FM-202 Food Service Management Accounting**

This accounting course specifically focuses on the requirements of the food service industry. It provides the student with a basis for planning and protecting an operation's financial success. The course covers methods of financial analysis, forecasting, and budget and cost management.

## **FM-203 Basic Cost Control for Food Service Managers**

This course presents practical techniques for protecting food service profits. The course is presented in a clear, concise manner. It provides a sound foundation of concepts and applications of management cost control procedures.

## **FS-102 Characteristics of the Food Service Industry**

This course discusses the major historical influences, restaurant history and evolution, major influential figures, current trends, career opportunities.

## **FS-103 Preparation**

This course focuses on one of the most important parts of a culinary program - having the necessary ingredients at hand and in the appropriate state before beginning a dish. This course covers the basic techniques necessary to prepare a full repertoire of stocks, soups, both classic and contemporary sauces, and main dishes.

## **FS-104 The Cooking Process**

This course focuses on the type of heat transfers, cooking methods, and the effects heat has on various types of foods. Basic methods covered include both dry and moist heat methods.

## **FS-105 Cooking Science**

This course focuses on the components of standardized recipes, how to analyze a recipe, important aspects of measurement and portion control, and procedures for converting recipes.

## **FS-199 Lab Series I**

Laboratory practicum illustrating the topics covered in the FS-1XX class series

**FS-202        Stocks**

This course describes common procedures used to prepare stock, ingredients used in making stock, and explains the function of a stock in making sauces and soups.

**FS-203        Sauces**

This course focuses on the procedures necessary to prepare a full repertoire of both classic and contemporary sauces, their uses and the reasons for using a sauce to finish a dish.

**FS-204        Soups**

This course discusses the classifications of soups, preparation methods, methods of thickening, holding, and serving.

**FS-205        Meat, Fish, & Poultry Cookery**

This course begins with the basics of type, grade, and cuts of these main dish items. Discussions include: roasting, baking, broiling, frying, boiling, sauté, and braising. Recipes, seasoning, and serving are also covered.

**FS-206        Vegetable, Rice, & Pasta Cookery**

Discussion includes: achieving proper doneness in vegetables, rice and pasta, general rules and methods of cookery, seasoning, and serving.

**FS-207        Breakfast Cookery**

This course focuses on the special techniques necessary for breakfast cookery. Topics covered include eggs, hot cereals, pancakes, crepes, waffles, and French toast, cooking, holding, portioning, and finishing for service.

**FS-208        Pantry Cookery & Garde-manger**

This course covers the various responsibilities of the garde-manger and charcuterie kitchen areas, the types of items they produce, and the fundamental techniques to use in this production area.

**FS-209        Vegetarian Cookery**

This course focuses on the special techniques necessary for preparing vegetarian entrees and side dishes.

**FS-299        Lab Series II**

Laboratory practicum illustrating the topics covered in the FS-2XX class series

**FS-301        Yeast Dough**

This course compares different yeast products, discusses the steps of yeast dough production, mixing, fermentation, and baking.

**FS-302        Quickbreads and Pies**

This course discusses the characteristics and production methods of quickbreads and pies, including biscuits, muffins, loaf cakes, and doughnuts.

**FS-303        Cookies**

This course lists and describes cookie characteristics, discusses preparation fundamentals and basic decorating techniques.

**FS-304 Cakes**

This course covers cake-mixing methods, cake preparation fundamentals, assembling and icing, and decorating techniques

**FS-305 Custards & Creams**

This course covers the preparation of custards, puddings, Bavarians, mousses, soufflés, and frozen desserts.

**FS-399 Lab Series III**

Laboratory practicum illustrating the topics covered in the FS-3XX class series

**FS-401 Advanced Bread & Rolls** Prerequisite FS-301

Building on previous knowledge students learn to prepare artisan and ethnic breads; and breads using specialty grains.

**FS-402 Laminated & Pastry Doughs** Prerequisite FS-302

This course explores products like Éclair Paste, Phyllo Dough, Puff Pastry, Croissant and Danish Pastry.

**FS-403 Cookies, Tarts, & Mignardises** Prerequisite FS-303

Building on previous baking and pastry classes, students will research formula, produce the product, evaluate and cost the results

**FS-404 Confectionery Art & Special Occasion Cakes** Prerequisite FS-304

An introduction to preparation and decoration of display pieces, occasion cakes, seasonal cakes, and classical and contemporary wedding cakes. Topics covered include chocolate, sugar, and marzipan; finishing techniques using an air brush; use of molds and templates.

**FS-405 Advanced Custards, Mousses, & Creams** Prerequisite FS-305

Building on previous classes, students will research formula, produce the custard, mousse or cream product, evaluate and cost the results

**FS-406 Dessert Plating and Presentation** Prerequisites FS-401 through 405

This class explores presentation techniques used by pastry chefs when his or her creation is served and presented to guests. Students will learn to plate desserts with the care and attention needed to create a truly memorable presentation.

**FS-499 Pastry Lab**

Laboratory practicum illustrating the topics covered in the FS-4XX class series

**GE-100 Business Mathematics**

In this course the student will be introduced to the math that businesses use in their day-to-day operations. In addition, the student will be introduced to payroll processing, sales tax, stock and bond sales and other calculations. Using a combination of the textbook and lab work the student will develop the math skills to handle the basic requirements of business operations. Basic user operations of spreadsheet software will be taught as part of this section of training.

**GE-200 Business English**

This course is a review of business English required for the work place. A review of the parts of speech, grammar, spelling, sentence structure, and business letter writing will be covered. Also, job applications, resume writing and interviewing skills will be covered.

**GE-300 General Office Procedures**

This course introduces the student to meet the needs of the office in the Information Age. The students are introduced to the technological needs - a move away from the traditional office to the electronic workstation. The students are also introduced to the personal characteristics necessary in today's office - vocabulary, human relations, professionalism, and time management.

**GE-400 Introduction to Computers At Work**

This course is an introduction to the basic vocabulary of the computer, including studies of both hardware and software. Topics covered include the basics of different operating systems, how to use a networked system, using word processor, spreadsheet, and database applications.

**GE-500 The History of World Cuisines**

This course investigates the effects geography, philosophy, religion, culture, and climate have on the cuisine and dining etiquette of Asia, Europe and the Western Mediterranean, Eastern Mediterranean and Middle East, and Africa and Latin America.

**HR-202 Food Service Supervision: Achieving Success Through People**

This course presents the daily responsibilities in a realistic, practical format. This course goes beyond the theories of management to detail proven ideas for effective supervision.

**HR-203 Hospitality & Restaurant Management**

This course covers the traits and skills of effective restaurant or foodservice leadership. By reviewing case studies and completing projects, students gain an understating of hospitality and restaurant management and leadership.

**JP-100 Job Readiness**

This course offers a study of goals, the importance of maintaining good relationships with fellow workers and supervisors, work habits, interviewing techniques, evaluating information, and the decision making process.

**LS-101 Interpersonal Skills I**

This course offers a study of life/work habits, communication and conflict negotiation, reading, and decision-making.

**LS-102 Interpersonal Skills II**

This course offers a study of the basic rules of grammar and communications, writing, basic math including fractions and percentages, and the use of the calculator.

**MM-202 Introduction to Marketing in the Food Service Industry**

This course addresses the key marketing strategies necessary to compete for consumers in an increasingly tight market. It examines interrelationships between marketing, sales, advertising, and their effects on consumers.

**OM-201 Applied Food Service Sanitation**

The Applied Food Service Sanitation course is the cornerstone and a required course of the Hospitality Management Program. This course is an up-to-date course on food safety and sanitation - combining food safety and current issues on sanitation. The successful completion of this course will allow the student to take the ServSafe Certification Exam offered by the National Restaurant Association.

**OM-202 Nutrition for the Food Service Manager**

This course addresses the fundamental nutritional concepts for the food service professional. It uses non-technical language to demonstrate how to apply nutritional information to a food service operation. This course offers examples of marketing and implementing nutritional programs to a broad spectrum of customers.

**OM-203 Managing Service**

In today's competitive climate, providing superior service is essential to the success of an operation. This practical course teaches the basics and nuances of providing quality service. The students will learn the differences between service styles and when each is appropriate; how to plan and implement an effective menu; the proper table service of alcohol; making food and beverage recommendations; as well as handling complaints and suggestive selling.

**OM-204 Professional Baking**

This lecture and demonstration course provides the student with a balance of theoretical and practical information, helping the student understand the why and how of quality baking. Fundamental principles and procedures for preparing baked goods, pastries and desserts will be given to the student.

**OM-205 Managing Food Service Facilities and Equipment**

The fundamentals of facilities and equipment design and maintenance are presented in this course. The course delivers a step-by-step look at facilities development, beginning with the initial concept and planning of the project. The course emphasizes the financial implications of functional layout and design.

**OM-206 Bar & Beverage Management**

This course addresses the fundamental beverage service management for the food service professional. This course offers examples of marketing and implementing a well-managed beverage program to a broad spectrum of customers.

**OM-207 Catering Menu Management**

This course begins with an overview of banquets and catering and discusses developing a food service and a menu. The course covers menu pricing control, beverage management, and menu design. Students will then learn about food and beverage control, computer use in food service, and finally marketing in catering management.

**SC-100 Specialized Cooking I**

This course offers a study of different types of specialized cooking. Included are gourmet cooking and ethnic cookery including Mexican and Chinese. Basic cake decorating will be introduced. Food costing, purchasing, scheduling, and labor costs will be covered.

**SC-200 Specialized Cooking II** Prerequisite SC-100

This course offers an advanced study of the cooking styles taught in SC-100. Advanced cake decorating will be introduced. Food costing, purchasing, scheduling, and labor costs will be used extensively.

**WE-100 Externship I (Supervised Work Experience)**

This course is an externship at a local restaurant or other food service operation which gives the student the opportunity to put into practice what they have learned in class and to learn additional cooking techniques. Weekly meetings at the school will be required.

**WE-200 Externship II (Supervised Work Experience)** Prerequisite WE-100

This course is a continuation of WE-100. This externship at a local restaurant or other food service operation provides the student with additional experience. Weekly meetings at the school will be required.

# **JNA Institute of Culinary Arts**

1212 S. Broad Street  
Philadelphia, PA 19146  
(215) 468-8800

