JNA

Institute of
Culinary Arts

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JNA INSTITUTE OF CULINARY ARTS SCHOOL CATALOG

Published March 2025

JNA Institute of Culinary Arts
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GENERAL INFORMATION

Philosophy – Mission Statement

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 2020 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.
- As an SEVP-certified school, JNA Institute of Culinary Arts is able to enroll M nonimmigrant 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 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 REUIREMENTS

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. Every student who wishes to attend JNA Institute of Culinary Arts must complete the application process.

To be considered for admission into residential or online (distance education) programs, first-time students and transfer applicants must fulfill the following admissions requirements:

1. Submit a complete application. Can be done online at: **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 have the recognized equivalent of a high school diploma, you must submit a copy of your test scores.
3. Supply standardized test scores. (REQUIRED FOR AST DEGREE PROGRAM)
    > JNA accepts 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**.
    > If you did not take the SAT or ACT, please call our office for an appointment to take the Wonderlic SLE (more information about the Wonderlic SLE is provided below).
4. Submit official transcripts from all college(s) or technical school(s) you have attended.
    (RECOMMENDED FOR ALL PROGRAMS. MAY BE REQUIRED FOR FINANCIAL AID)
5. Submit one personal and one professional or educational recommendation. (OPTIONAL)

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

If the institution has reason to believe that an applicant's high school diploma is not valid or was not obtained from an entity that provides secondary school education, it will not be accepted. In determining whether a student's high school diploma is valid, the Federal Student Aid Handbook suggests that institutions check with the appropriate state agency in the State in which the high school is located to determine if a diploma issued from that school is recognized by that State as a high school diploma. This process will be made transparent to the applicant.

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 designed to allow the applicant 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. If 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) from the original college/university of enrollment.

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. JNA Institute of Culinary Arts does not grant credit for remedial academic courses (including English and Mathematics) or personal enrichment courses.

2. Courses completed at unaccredited institutions may be reviewed on a case-by-case basis.
3. 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.

Experiential Credit & Prior Work Experience

Verified work experience of two or more years may be submitted for consideration of transfer credits for laboratory/practical-based courses offered at JNA Institute of Culinary Arts (FS-X99, WE1XX courses). The work experience must be verified by a third-party and meet the following minimum requirements:

1. There must be no less than 2-years, or 24-months, of culinary work experience in total, over a period of time no longer than four (4) years.
2. The work experience must involve duties that are the same or similar to those performed by prep or line cook, sous or head chef to be considered for transfer credit.

All work experience submitted for transfer credit will undergo an Independent Third-Party Verification, as defined by accreditation and state policies and procedures. Submission of work experience for consideration of transfer credits represents the applicant's acknowledgment of and consent to the adherence of policies in place at the time of their submission.

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 in Specialized Technology Culinary Arts / Restaurant Management program for coursework completed at any institution or any combination of institutions.

Online (Distance Education) Program Admissions Procedures

To be considered for admission into online programs, first-time students and transfer applicants must fulfill the admissions requirements listed above. In addition to those requirements, students interested in enrolling in online courses must demonstrate their ability to effectively engage in online courses via the following steps:

1. Complete the self-scored online examination to determine if online education is the right educational method.
2. Schedule a virtual interview with an admissions representative. The purpose of this interview is to determine if the student can meet the minimum technological requirements for the online (distance education) courses.

FINANCIAL INFORMATION

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; estimated costs are provided below. Full tuition is due at the start of training; however payment plans 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:

	Credit Hours	Tuition	One-Time Registration Fee	Total	Estimated cost of non-included items
Food Service Training Diploma Program	31.5	$14,500.00	$75.00	$14,575.00	$115.00
Culinary Arts / Restaurant Management AST Degree Program	62	$29,000.00	$75.00	$29,075.00	$1,540.00
Individual Courses/Certificate	Varies	$600.00 per credit hour attempted	$75.00	Varies	Varies

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.
  - o For a student withdrawing during the first 7 calendar days of the term, the tuition charges refunded by the school shall be at least 75% of the tuition for the term.
  - o For a student withdrawing after the first 7 calendar days, but within the first 25% of the term, the tuition charges refunded by the school shall be at least 55% of the tuition for the term.
  - o For a student withdrawing after 25% but within 60% of the term the tuition charges refunded by the school shall be at least 30% of the tuition.
- For a student terminating training after completing more than 60% of the term, the school will retain the entire contract price of the period of enrollment including tuition, fees, and other charges.
- The refund will be less any unpaid charges owed by the student for the period of enrollment for which the student has been charged.

The official withdrawal date of any student is considered to be the last date of attendance; this applies to students who officially and unofficially withdraw. A student is considered to have unofficially withdrawal if he/she is absent from school and unresponsive to calls and emails for 14 school days. The last date of attendance is determined using classroom attendance information, as well as records of online course access. 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 fourteen (14) days of the date of determination.

Information Regarding the Return of Title IV Funds

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. Title IV funds will be returned to the Department as soon as possible, but no later than 45 days after a determination has been made that a student has withdraw*n*

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[1].*

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.

If a student earned more aid than was disbursed to him/her, resulting in a credit balance on the student account, then all post-withdrawal disbursements will be applied to the student's account first. Title IV-based loans will be offered to the student within 30 days, the student will have 14 days to accept or decline the funds. Grants must be disbursed within 45 days.

Keep in mind that if the Title IV recalculation results in an amount to be returned that exceeds the school's portion, the student must repay some funds.

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

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[1] Any break of five days or more is not counted as part of the days in the term.

- 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 enrolled in the residential program 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. This does not apply to online (distance education) students.

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 communicate with the Financial Aid Department 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 may 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.

ACADEMIC INFORMATION

Grading System

The grading system is used to measure the student's ability to meet employment standards for entry-level employees. Each semester, the student receives a grade for the completed course(s). At the end of the 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	Inc	Not Computed	Not Computed
Withdrawal	W	Not Computed	Not Computed
Transfer	TR	Not Computed	Not Computed

Incomplete

A student will receive a grade of Incomplete (Inc) 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 "Inc" will revert to an "F" if the student does not complete the work in the required time.

Withdrawal

Course withdrawals that occur prior to the withdrawal date, as posted on the semester schedule, will not appear on the student's transcript. However, if a student withdraws from a course within the withdrawal period, a two-week period after the withdrawal date, a grade of Withdrawal (W) will be earned in the course. The course will remain on the student's transcript, but no grade will earned.

Reinstatement

When a student withdrawals 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. Financial Aid may not be available, as it is dependent on the portion of the program that remains to be completed. Students will complete paperwork which will identify a new start and end date.

Students wishing to restart after withdrawing or terminating from the school a second time must meet with the School Director and 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 each semester. A final report will be issued to the student at the conclusion of the program.

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. One academic year equals 900 clock hours. The school's credit hour from clock hour conversion is as follow:

- 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, course grades, and program involvement (extracurricular events and work experience), 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
1/8/2024	8/16/2024	4/26/2025
4/29/2024	12/20/2024	8/15/2025
8/26/2024	4/25/2025	12/19/2025
1/6/2025	8/22/2025	4/24/2026

Emergency Preparedness Plan

Students may obtain a copy of the schools Emergency Preparedness Plan by contacting the Campus Director or Director of Education.

SCHOOL POLICIES

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. If additional training time, due to poor attendance, is required, students will be charged an additional $10.00 per hour for the make-up time.

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 exams to meet the school's requirements. It is the student's responsibility to request make-up work and exams with the appropriate instructor. If approved, the make-up work and exams will occur before or after normal class hours at the direction of the instructor. Note: The maximum score for the make-up work and exams will be 75%. Also students are required to make this request within 7 calendar days of the date of the original class, 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) late instances 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 any time, 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. Students will complete an enrollment addendum identifying a new end date. The original end date will be extended the actual number of days the student was on the LOA.

Satisfactory Academic Progress (SAP)

The school requires that all students (both Title IV and non-Title IV) maintain satisfactory academic progress in order to remain in school. The application of SAP standards is consistent for all students within all categories, i.e., full/part-time, different programs of study, etc.

Student progress evaluations are based on qualitative (grade-based) and quantitative (pace) standards. The qualitative standard evaluates the student's cumulative average which includes the quality of work and the pace at which required classes are successfully completed (incremental progress towards timely completion). Student progress evaluations occur at the end of each semester.

The minimum satisfactory cumulative average (qualitative standard) at the end of each semester is 70%.

The minimum satisfactory pace (quantitative standard) at the end of each semester is 67%. This percent is calculated by dividing the total number of credits successful completed in a semester by the number of credits attempted. The maximum number of hours spent in completion may not exceed 150% the normal length of the training program.

When an official progress report shows a student to have an unsatisfactory qualitative or quantitative progress report, the student will receive a notice and a consultation with a school official will be scheduled. At that time the student will be placed on *Warning* for one semester (payment period). Title IV recipients are placed on *Financial Aid Warning* for one semester (payment period).

> Financial Aid Warning—a status a school assigns to a student who is failing to make satisfactory academic progress. The school reinstates eligibility for aid for one payment period and may do so without a student appeal. This status may only be used by schools that check SAP at the end of each payment period and only for students who were making SAP in the prior payment period for which they were enrolled or who were in the first payment period of their program.

Students who issued a *Warning* or *Financial Aid Warning* are expected to improve their grades. A student becomes ineligible for Title IV (via the maximum timeframe element) when it becomes mathematically

impossible for them to complete the program within 150% of its length. Students who fail to make satisfactory progress after the warning period lose their aid eligibility and will be dismissed from the school, unless they successfully appeal and are placed on probation.

Reestablishing Title IV Eligibility –
Students returning to school after failing to maintain satisfactory academic progress may file an appeal explaining why they were not making satisfactory progress and what has changed to now allow them to succeed.

After a successful appeal, the student will be placed on financial aid probation for the next evaluation period; Title IV students will not be eligible for any additional funding. Failure to reestablish satisfactory academic progress by the end of the financial aid probation period will result in termination from the school. If the student meets satisfactory academic progress at the end of the probation period, the student will be allowed to complete the program and reestablish Title IV funding if remaining eligibility exists.

Should the student not wish to appeal or their appeal is denied, the student will be placed on *Academic and Financial Aid Suspension*. The student must meet satisfactory academic progress requirements via successful course retakes resulting in a minimum satisfactory cumulative average of 70% or higher and/or minimum of 14 semester credits can be obtained. Students may attempt paid course retakes until such time that they achieve a minimum satisfactory cumulative average of 70% or higher to be removed from academic and financial aid suspension. Any student who does not satisfactorily progress towards obtaining satisfactory academic progress in while on academic and financial aid suspension will be terminated from the school. A notification in writing will be sent via email and mailed to the student's primary address.

Incomplete, Course Withdrawals and Transfer Credits
Incomplete (Inc) grades are not included in evaluations of students' quantitative or qualitative progress. Any grade changes will be accounted for in the next scheduled SAP evaluation.

No grade is earned for a Withdrawal (W), therefore the course is not used in qualitative progress evaluations. However, the course will affect the student's quantitative (pace) progress calculation. Students will be notified via EA addendum of extended graduation date.

Transfer credits from other institutions that count toward the student's current program will be counted as both attempted and completed hours in the student's quantitative (pace) progress calculation.

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 earned or the credits attempted on the student's transcript and both will be used to calculate the student's cumulative grade point average.

Online (Distance Education) Course Offerings
Any course may be offered in an online (distance education) format, excluding the Laboratory-based courses: FS-199, FS-299, and FS-399. Online and residential course offerings will be posted no less than

two (2) weeks prior to the start of each semester, allowing each student to choose their enrollments and submit documentation to the appropriate school official.

Failure to submit documentation requesting enrollment in an online (distance education) course will cause the student to be enrolled into the residential course, by default, assuming both versions are available during that semester.

Distance Education Requirements

Both programs offered at JNA Institute of Culinary Arts are offered in a distance education format. However, the distance education programs at JNA Institute of Culinary Arts are not100% remote program because laboratory courses occur in-person and on-campus.

The Food Service Training Diploma program is designed to prepare students for entry level positions in a variety of food service options through 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 Culinary Arts / Restaurant Management AST Degree 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.

Because the distance education programs are identical to the residential programs, there are very few different expectations or requirements for students who choose to enroll distance education students. This section will outline the differences our distance education students experience in the areas of: Admissions, Technology Requirements, and Delivery Method.

Admissions:
The admissions requirements for enrollment in distance education programs at JNA Institute of Culinary Arts are identical to the requirements of the residential program. In addition to the standard admissions requirements, prospective distance education students will have an online session scheduled with an admissions representative on Zoom, which is the system used for distance education class sessions at JNA Institute of Culinary Arts. This is done to ensure prospective distance education students possess the technology (discussed in more detail below) and the quiet working environment required to succeed in a distance education course/program.

When scheduling this interview, the admissions representative will provide the prospective distance education student with information on how to use Zoom, including links to Zoom video tutorials provided by Zoom. This way, all candidates will be given an equal opportunity to excel at this activity. Students who cannot or will not participate in this activity will not be permitted to enroll in a distance education course/program.

Technology Requirements:
All distance education students are required to have a computer or laptop with a camera, headset, and access to the internet. Prospective distance education students can research the Zoom system

requirements online at: https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux.

Prospective students can also discuss their personal technology needs in more detail with their admissions representative, as JNA staff members are here to help in any way possible.

Delivery Method:
The distance education courses are identical to the residential courses in every way except in their delivery method. The lectures will be live/recorded lectures from the residential program. The quizzes, activities, homework, and exams will be identical to those completed by students in the residential program. Required discussion posts and student interaction will help to maintain student engagement and will also allow cross-communication between residential and distance education students. Course materials will be available through the JNA Institute of Culinary Arts Learning Management System (LMS). All students (residential and distance education) are enrolled in the LMS by the school prior to their start date, and students learn about the sign-in process and the resources available on the LMS during orientation.

The expected knowledge, skills, and competency levels that students will achieve in the distance education program or course of study are identical to the expected knowledge, skills, and competency levels that students will achieve in the resident program or course of study.

Special Policies for VA Educational Assistance

A student entitled to educational assistance under Chapter 31 or 33, should submit a certificate of eligibility as early as possible, but no later than the first day of class. Students should request in writing to use their Chapter 31 or 33 entitlement and provide all necessary information for a timely certification of enrollment. In such cases, the institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds due to the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment to be provided under Chapter 31 or 33.

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 VA 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 VA Educational Assistance Allowance.

Unsatisfactory Progress
VA 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

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 in housing may secure assistance through their advisor, the Director of Academics, or the School Director.

Day Care
JNA Institute of Culinary Arts does not have daycare facilities, however assistance will be provided to guide any student in securing daycare while the student is enrolled in school.

Student Advising & Coaching
Vocational and personal advising and coaching is offered to enrolled students at the request of the student or recommendation of a staff member. Advisors offer support and mentorship 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.

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 events, industry/trade shows, 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, 607 South Drive, Floor 3E. Harrisburg, PA 17120

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

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting: complaints@accsc.org or at https://www.accsc.org/Student-Corner/Complaints.aspx

Individual Courses (Certificate)

Program Length
Varies depending on the course/courses chosen.

Class Schedule
Classes vary and may be in session from 7:30am to 9:00pm, Monday through Friday. Aligns with current program schedule.

Program Description and Outline
Individual courses are a combination of classroom instruction and hands-on training. The courses are meant to enhance an individual's knowledge in the culinary arts. Individual courses may be combined or rolled into credit for the advanced program offered. Certificates will be issued upon completion of all requirements.

Food Service Training Diploma (Professional Cooking)

Program Length

This program consists of 31.5 semester credit hours over 30 weeks of instruction. Upon completion of the program and meeting all graduation requirements, students are issued a diploma.

Class Schedule

Classes vary and may be 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, Objective, 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. The program is designed to prepare the student for entry-level employment in a wide variety of food service operations.

Course #	Title	Credit Hours
FS-102	Characteristics of the Food Service Industry	0.5
FS-103	Preparation	0.5
FS-104	The Cooking Process	0.5
FS-105	Cooking Science	1
FS-202	Stocks	0.5
FS-203	Sauces	2
FS-204	Soups	0.5
FS-205	Meat, Fish, & Poultry Cookery	2
FS-206	Vegetable, Rice, & Pasta Cookery	2
FS-207	Breakfast Cookery	2
FS-208	Pantry Cookery & Garde-manger	1
FS-209	Vegetarian Cookery	0.5
FS-301	Yeast Dough	1
FS-302	Quick Breads and Pies	0.5
FS-303	Cookies	0.5
FS-304	Cakes	2
FS-305	Custards & Creams	0.5
FS-199	Lab Series I	2
FS-299	Lab Series II	2
FS-399	Lab Series III	2
JP-100	Job Readiness	0.5
LS-101	Interpersonal Skills I	2
LS-102	Interpersonal Skills II	2.5
Elective courses (1 required)		
WE-100	Externship	3
SC-100	Specialized Cooking	3
	Total Program Requirements	**31.5**

Associate in Specialized Technology of Culinary Arts/Restaurant Management

Program Length

This program consists of 62 semester credit hours over 60 weeks of instruction.

Class Schedule

Day classes vary and may be 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, Objective 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	Credit Hours
LS-101	Interpersonal Skills I	2
LS-102	Interpersonal Skills II	2.5
JP-100	Job Readiness	0.5
FS-102	Characteristics of the Food Service Industry	0.5
FS-103	Preparation	0.5
FS-104	The Cooking Process	0.5
FS-105	Cooking Science	1
FS-301	Yeast Dough	1
FS-302	Quick Breads and Pies	0.5
FS-303	Cookies	0.5
FS-304	Cakes	2
FS-305	Custards & Creams	0.5
AM-201	Introduction to the Hospitality Industry	2
FM-203	Basic Cost Control for Food Service Managers	2
HR-202	Food Service Supervision	2
MM-202	Introduction to Marketing in the Food Service Industry	2
OM-203	Managing Service	2
	Lab Requirement (6 credit hours)	
FS-199	Lab Series I(required)	2
FS-299	Lab Series II(elective)	2
FS-399	Lab Series III(required)	2
FS-499	Lab Series IV(elective)	2
	Cooking Tract Requirements (elective path)	
FS-202	Stocks	0.5
FS-203	Sauces	2
FS-204	Soups	0.5
FS-205	Meat, Fish, & Poultry Cookery	2
FS-206	Vegetable, Rice, & Pasta Cookery	2
FS-207	Breakfast Cookery	2
FS-208	Pantry Cookery & Garde-manger	1

FS-209	Vegetarian Cookery	0.5
	Pastry Tract Requirements (elective path)	
FS-401	Advanced Bread and Rolls (prerequisite FS-301)	2
FS-402	Advanced Quickbread (prerequisite FS-302)	2
FS-403	Cookies, Tarts, & Mignardises (prerequisite FS-303)	0.5
FS-404	Advanced Cakes (prerequisite FS-304)	2
FS-405	Advanced custards, mousses & creams (prerequisite FS-305)	0.5
FS-406	Dessert Plating and presentation	2
	General Education Electives (9 credit hours)	
GE-100	Business Mathematics	3
GE-200	Business English	3
GE-300	General Office Procedures	3
GE-400	Introduction to Computers at Work	3
GE-500	History of World Cuisines	3
	Management Electives (8 credit hours)	
OM-201	Food Service Sanitation	2
OM-202	Nutrition for the Food Service Manager	2
OM-205	Managing Food Service Facilities & Equipment	2
OM-206	Bar & Beverage Management	2
OM-207	Catering Menu Management	2
HR-203	Hospitality & Restaurant Management	2
AM-202	Legal Aspects of Hospitality Management	2
FM-202	Food Service Management Accounting	2
	Electives (2 required)	
WE-100	Externship I	3
WE-200	Externship II	3.5
SC-100	Specialized Cooking I	3
SC-200	Specialized Cooking II	3.5
	Total Program Requirements	**62**

Upon completion of the program and meeting all graduation requirement students are issues an Associate in Specialized Technology Degree.

COURSE DESCRIPTIONS

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 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

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)

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

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