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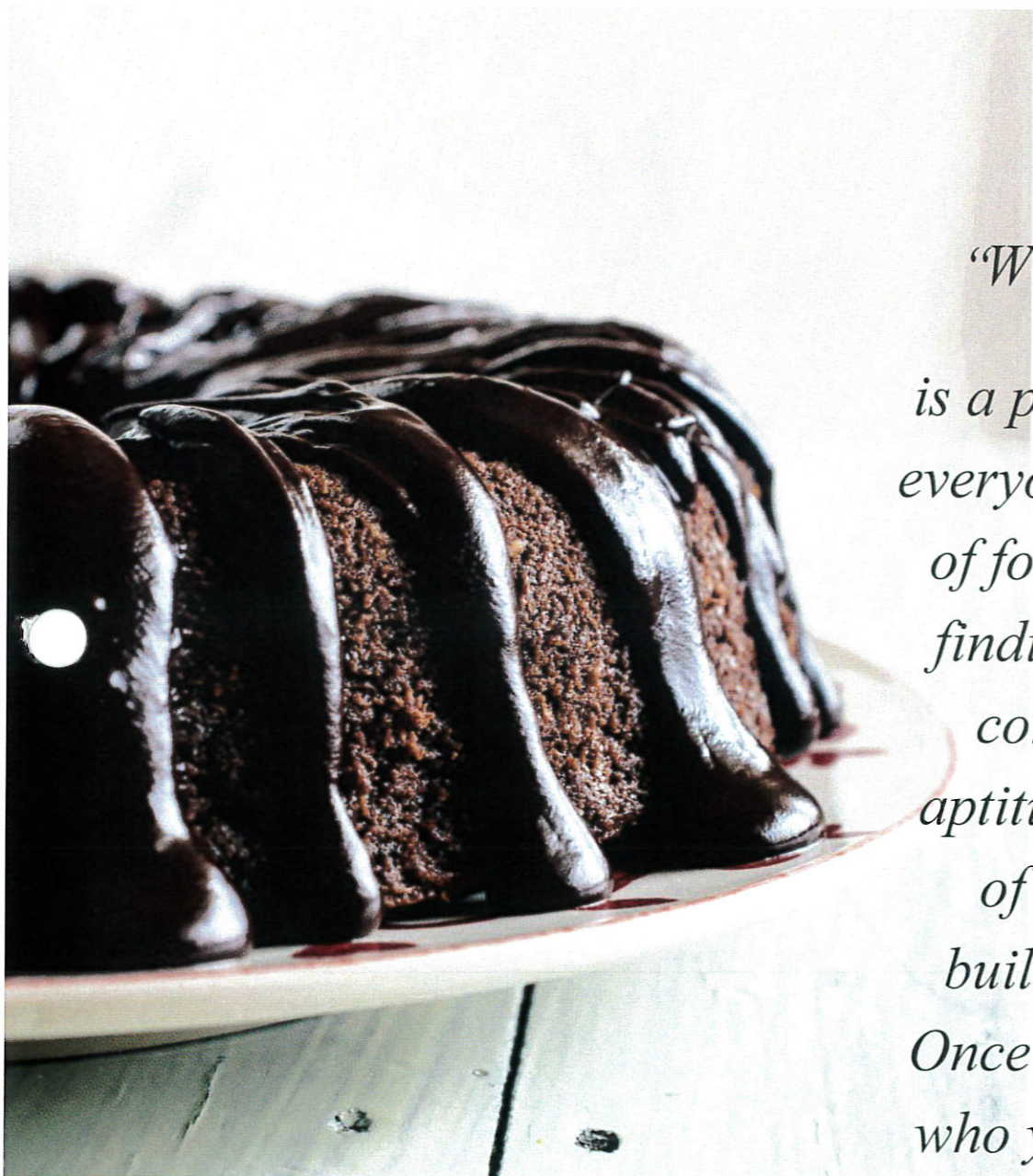
NEW SCHOOL OF COOKING

CATALOG

JANUARY 1, 2017 - DECEMBER 31, 2017

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“We believe that there is a place for almost everyone in the world of food? The key is finding a student’s core strengths, aptitudes and areas of interest and building on them. Once we understand who you are we can start guiding you toward a career.”

CHRIS BECKER



HISTORY & OWNERSHIP

New School of Cooking was established in 2000 to offer serious food enthusiasts the finest classes with professional chefs in its current location in Culver City, California. The school launched its professional diploma programs in 2016 to offer training in the culinary arts and baking and pastries to individuals committed to working professionally and began offering degree programs on- line in 2017 with a Bachelor of Business Administration and Master of Business Administration. The President and Chief Executive Officer of New School of Cooking is Christopher Becker.



INSTITUTIONAL POLICIES, PRACTICES AND DISCLOSURE STATEMENTS

New School of Cooking is located at 8690 Washington Boulevard, Culver City, CA 90232. All non-degree classes, other than externships and occasional field trips, meet at this location. On-line classes are conducted via the Internet. Though we may make our students aware of stage or job opportunities in the culinary community, all arrangements beyond the initial offering of information are made at the discretion of the student. New School of Cooking claims no responsibility or involvement with stages or jobs outside of the required externship.

LICENSURE AND APPROVALS

New School of Cooking is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means that the institution and its operation comply with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet Web site, www.bppe.ca.gov.

New School of Cooking does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

ACCREDITATION

New School of Cooking is not accredited by an accrediting agency recognized by the United States Department of Education. A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California. Students at unaccredited schools are not eligible for Federal Financial Aid.

ABILITY-TO-BENEFIT

New School of Cooking does not accept Ability-to-Benefit students.

ARTICULATION AGREEMENTS

New School of Cooking has no articulation agreements with any other school

LEARNING RESOURCES AND INTERNET ACCESS

The majority of class time will take place in our kitchens, except for occasional field trips. The school does not operate a formal library but does maintain a collection of cookbooks, periodicals and reference materials available to students and teachers, which can be accessed through the main office. Free Internet Access via Wi-Fi is available throughout the facilities. The password will be provided at orientation.

LOCATION AND FACILITIES

New School of Cooking is located at: 8690 Washington Boulevard, Culver City, CA 90232. All classes, other than externships and occasional field trips, meet at this location. The facilities encompass approximately 4,000 square feet, two complete kitchen classrooms. The kitchens provide a variety of professional grade equipment, including convection ovens, an artisan bread oven, gas ranges, grill, salamander, mixers and other cooking equipment required for instruction and training.

Our kitchens offer a variety of tools and equipment similar to what students would experience in a professional kitchen. Our kitchens are designed to allow students access to the resources they need while also learning how to manage their workspace as they would in a professional kitchen. Our two kitchens are interchangeable and class location is subject to change at any time without notice.

LIMITED OPPORTUNITIES FOR GRADUATES OF UNACCREDITED SCHOOLS

A diploma or degree program that is unaccredited or a diploma program from an unaccredited institution is not recognized for some government positions, including but not limited to positions within the State of California. Enrolled students in unaccredited programs or institutions are not eligible for Federal Financial Aid.

LICENSURE REQUIREMENTS

No programs offered by New School of Cooking lead to a profession, occupation, trade or career field requiring licensure.

HOURS OF OPERATION

Office Hours:

Mon-Fri 8:00 a.m. to 5:00 p.m.

The facilities are open for classes:

Mon-Fri 8:00 a.m. to 11:00 p.m.

Hours for Degree Faculty vary.

Students are encouraged to make appointments with Student Services should they have any concerns regarding their education. Walk-ins will be accommodated whenever possible. Degree students can schedule a phone call or Skype call via email.

While New School of Cooking appreciates the enthusiasm of our students, please consult with your chef instructor if you wish to arrive more than 30 minutes early to class. Students are expected to exit the classroom within 15 minutes after their class so our staff can prepare for the next class.

ENGLISH PROFICIENCY

New School of Cooking is unable to provide accommodation for non-English speakers. All classes and materials will be presented in English, and it is required for students to have a strong understand of the language in order to enroll.

VISA SERVICES

New School of Cooking does not offer visas.

DRESS CODE FOR NON-DEGREE STUDENTS

Students are expected to attend class in their required uniform. Students who fail to adhere to this dress code may be deemed unable to participate in class and sent home by their Chef Instructor.

The required kitchen uniform provided by the school includes:

- Chef's coat
- Chef's hat
- Apron
- Thermometer and case

Additional uniform requirements, not provided:

- Durable black pants
- Black non-slip kitchen shoes

Any items provided by New School of Cooking are required and are not to be switched out for personal items (baseball hats, aprons from home, etc.)

Unacceptable clothing includes but is not limited to: yoga pants/leggings, scrubs, excessively patterned pants or shoes, excessively baggy or tight pants.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888.370.7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet Web site, www.bppe.ca.gov.

INSTITUTIONAL AFFILIATIONS

New School of Cooking is a member in good standing of the following professional organizations:

- International Association of Culinary Professionals (IACP)
- California Restaurant Association
- American Culinary Federation
- National Restaurant Association
- Women's Chefs and Restaurateurs Association

VACCINATION POLICY

New School of Cooking does not have a vaccination policy.

DIVERSITY

New School of Cooking prides itself on creating a safe, peaceful, and educational environment for all. New School of Cooking understands that it may occasionally have to adjust its policies to respect individual's beliefs and practices, and we will always do our best to accommodate individual needs within reason. These adjustments are handled on a case-by-case basis and students are encouraged to contact our staff with any matters pertaining to this.

EQUAL OPPORTUNITY

No student or employee, nor any applicant for enrollment or for employment, shall be unlawfully subjected to discrimination on the basis of sex, race, ethnic group, religion, age, color, sexual orientation, marital status, or physical or mental disability. New School of Cooking is dedicated to sustaining an environment that provides equal opportunity to our students and staff. All students and employees that meet the established prerequisites shall be treated equally once employed or enrolled.

TITLE IX NOTICE OF NONDISCRIMINATION

New School of Cooking is compliant with Title IX Policies. New School of Cooking is dedicated to upholding the standards and policies set forth by Title IX. New School of Cooking does not discriminate on the basis of sex. This includes sexual discrimination, sexual harassment, and sexual violence. Any inquiries or concerns regarding Title IX should be directed towards New School of Cooking Title IX Human Resource Coordinator. Violations of Title IX can include but are not limited to: unwelcome sexual advances, requests for sexual favors, verbal advances, non-verbal advances, rape, sexual assault, sexual battery, sexual coercion, or any conduct or comment of sexual nature.

**The Title IX Coordinator for New School of Cooking is: Chris Becker
8690 Washington Boulevard, CA 90232**

STUDENT RECORDS

New School of Cooking complies with State of California requirements regarding the retention of student records, which stipulate that student records are maintained for not less than five years, at its principal place of business in California. Transcripts are maintained indefinitely.

New School of Cooking also complies with the regulations of the Family Educational Rights and Privacy Act of 1974 (FERPA). Under this law, students have the right to inspect and review certain education records, to request an amendment of them, and to modify “directory information” that may be disclosed. Information from a student’s educational records will be released only with the student’s consent.

Disclosure of directory information may be released by the school without prior consent of the student if considered appropriate by designated officials. “Directory information” includes name, address, telephone number, dates of attendance, previous education(s) attended, area of concentration, awards, honors, and degree conferred.

RELEASE OF INFORMATION

Student information will be released to other parties only upon written request of the student, except in the instances cited below:

1. Disclosure to members of the school community:

- Access to student records for administrative reasons by faculty and administrative staff who are properly identified and can demonstrate a legitimate interest in the materials.
- Access for the purpose of research by faculty and administrative staff is permissible when authorized by the Operations Manager.

2. Disclosure to the organizations providing financial support to student: It is the School’s policy to release the academic transcript to such organizations only upon the student’s written request or authorization. Otherwise, the academic transcript will be sent only to student.

3. Local, state, and federal government agencies: Government agencies are permitted access to student records only when auditing, enforcing, and/or evaluating sponsored programs. In such instances, such data may not be given to a third party and will be destroyed when no longer needed for audit, enforcement, and/or evaluative purposes.

ACADEMIC HONESTY

New School of Cooking students are expected to be honest in achieving their academic degree. Academic misconduct includes the followings:

ADMINISTRATION

CHRISTOPHER BECKER, BS, MSL

President

Christopher Becker is President and Director of New School of Cooking. He holds a Bachelor of Science in Business Administration, a Master of Science in leadership from Walden, University and the Grande Diplome from Le Cordon Bleu, Paris. An accomplished leader with a history of success in culinary arts education, he has an expertise in business development, student affairs, finance, operations, marketing and admissions, human resources and regulatory compliance. He is the founder and President Emeritus of the California School of Culinary Arts in Pasadena, CA. He resides in Pasadena with his family.

DR. BARI COURTS, PH.D., MBA, BA

Chief Academic Officer

Management, Capella University, U.S.A.

Dr. Bari Courts is Chief Academic Officer for New School of Cooking. He holds a Ph.D. from Capella University, Minneapolis, Minnesota an MBA from University of Cincinnati, Cincinnati, Ohio and a BA from Kenyon College, Gambier, Ohio. His teaching specialization: Quantitative Analysis, Business & Technology.

JUSTIN CUEVO, BS

Director of Admissions

Justin Cuevo directs admissions and enrollment for New School of Cooking. He holds a Bachelor of Science in Sociology from California State University of Northridge. He has over six years of experience in the art and culinary industry. Born and raised in Los Angeles and currently residing in Culver City, he is very familiar with the city's unique and diverse culinary features and benefits.

JESSICA MATA, BS

Compliance Director

Jessica holds a Bachelor of Science in Communication from the University of Texas- San Antonio and a Diploma in Pastry Arts from The New School of Cooking. She has over 10 years experience in various administrative roles. Jessica has a background working with Big Brothers Big Sisters of South Texas and Metropolitan Chicago in Development, along with experience as a Legal Assistant with a Los Angeles firm. She resides in DTLA, bakes in her free time and enjoys the progressive culinary environment available throughout Los Angeles.

SANDY OLIVAS

Director of Student Services

Sandy is Director of Student Service at New School of Cooking. She previously worked with Bank of America for over 10 years in Human Resources. While at BofA she was an HR Specialist with a focus in Career Development and Job Placement. She then found her passion in Higher Education with work at Le Cordon Bleu College of Culinary Arts and ICDC College. She enjoys helping students find their passion and achieve their career goals. She has been working with Culinary Arts and Business students for over 6 years now. She resides in Sierra Madre, CA where she enjoys being involved in community events with her children.

the most rigorous and competitive wine certification programs in the world.

CHEF ADAM COLE

Chef Instructor

DR. DERRICK DARDEN, PH.D., M.S.,BA

Instructor Culinary MBA Program

Dr. Derrick Darden is an instructor in the Culinary MBA program at New School of Cooking. He holds a Ph.D. from Capella University, Minneapolis, Minnesota, a M.S. from University of Oklahoma, Norman, Oklahoma and a BA from Liberty University, Lynchburg, Virginia. He is a retired Army Warrant Officer, with a Logistic Management background.

ADMISSIONS REQUIREMENTS

ELIGIBILITY FOR ADMITTANCE TO THE DEGREE PROGRAMS

MASTER'S IN BUSINESS ADMINISTRATION (MBA)

To be eligible for this program, candidates must possess a bachelor's degree from a recognized institution of higher education that is equivalent to a baccalaureate degree in the United States.

BACHELOR'S IN BUSINESS ADMINISTRATION (BBA)

To be eligible for this program, candidates must possess a High School Diploma or GED from a recognized institution of education that is equivalent to a baccalaureate degree in the United States.

ELIGIBILITY FOR ADMITTANCE NON-DEGREE PROGRAMS

An applicant must be a high school graduate, possess a recognized high school equivalency (GED - General Education Diploma or HiSET Exam Scores) or have an earned college degree. All applicants are required to complete a personal interview with an institutional representative in person. Parents and/or significant others are encouraged to attend. This gives applicants and their families an opportunity to observe the classes, see and learn about the school's educational philosophy, see the equipment and facilities and to ask questions relating to the school's curriculum and career objectives. Personal interviews also enable school administrators to determine whether an applicant is a strong candidate for enrollment into the program.

ADMISSIONS PROCESS

Complete the free Application.

Complete the Entrance Exam-All applicants, with the exception of those who have earned an associate degree or higher from an accredited institution recognized by the U.S. Department of Education, and have provided official copies of their transcripts, must pass a Wonderlic verbal and quantitative exam with a score of 200 or better for verbal and 210 or better for quantitative.

PROGRAM INFORMATION - DEGREE PROGRAMS

At New School of Cooking, we understand that learning is a lifelong process. Our online degree programs are designed for busy professionals just like you. Our instructors are dedicated to sharing the most current industry knowledge with you online at New School of Cooking. We offer a General MBA program that is completely conducted on an asynchronous platform. We require all students within a cohort to start at the same time so that they can benefit from their peers as well as their instructor.

BACHELOR OF BUSINESS ADMINISTRATION

The Bachelor of Business Administration (BBA) program aims at achieving the following interrelated goals and objectives:

- To demonstrate the understanding of how the accounting, marketing, finance, management, information processing, and economic functions contribute to business administration.
- To demonstrate the ability to use decision-making and problem-solving techniques in a variety of business-related activities.
- To develop the ability to apply critical-thinking and problem-solving skills in business administration.

BBA201 Intro to Business (3 credit hours)

This course provides a detailed introduction to concepts, methods, activities, and philosophy of business in the world today. It covers contemporary trends in business, while introducing students to the language, principles, and environment of business.

BBA202 Principles of Economics (3 credit hours)

This course provides an overview of the key principles of economics, including supply, demand, and market equilibrium. The course introduces the behaviors of externalities and basic elements of macroeconomics.

BBA203 Business Ethics (3 credit hours)

This course provides an examination of business ethics and explores the ethical issues that decision makers are exposed to when developing employee and organizational policy. Ethical issues and positions and the arguments for decision variations are explored. The course utilizes research in the field to discuss different theoretical perspectives, including law, business case studies, and ethical responses to difficult business scenarios. The essential nature of ethics and the role that ethics play in the decision process are explored at length. The course includes analysis of individual decision-making processes and corporate culture.

BBA301 Quantitative & Statistical Analysis (3 credit hours)

This course provides a comprehensive overview of the data collection process and related issues. It explores numerical descriptive measures and evaluates basic probability and discrete probability distributions. It also demonstrates impacts of normal distribution and other continuous distributions.

BBA302 Business Communication (3 credit hours)

This course helps the student to understand the importance of having good communication skills within the

This course is designed to provide an introduction to the elements of accounting and the business environment. The course explains how to analyze business income/expenses and the adjusting process; how the accounting information system works; how partnerships work. It also evaluates the elements of balance sheets and financial statements.

BBA312 Principles of Accounting II (3 credit hours)

This course provides an introduction to the use of accounting data within an organization to analyze and solve problems and to make planning and control decisions. This course is designed for a non-accounting major.

BBA313 E-Commerce (3 credit hours)

This course provides a comprehensive overview of how firms compete in today's environment, with a focus on strategic choices and the infrastructures affecting e-commerce technology, capital, media, and public policy.

BBA314 Principles of International Business (3 credit hours)

This course introduces the challenges and opportunities facing managers in today's international workplace. Emphasis is on the practical considerations of successfully managing global operations. The course covers the global management philosophy, highlights the functional tools of international managers, and illustrates effective approaches to international management.

BBA315 Financial Management (3 credit hours)

This course focuses on financial decision making in a business environment. Topics include financial analysis and planning, working capital management, capital budgeting process, and long-term financing.

BBA316 Small Business Management (3 credit hours)

This course is designed to help students understand and implement the concepts of Small Business Management and Entrepreneurship. This course provides future entrepreneurs with the tools they need to master the most important issues involved in starting and managing a successful new business venture. Based on the premise that entrepreneurship can be studied systematically, this course offers a comprehensive presentation of the best of current theory and practice.

BBA317 Managing Human Resources (3 credit hours)

This course demonstrates how effective interpersonal relations can promote career success. It focuses on the major elements of communication and its relevance to HR, including self-esteem and its impact on employees' lives. It discusses the adjustment required for the development of positive employee attitudes and internal and external motivators in the workplace.

BBA318 Management of Information Systems (3 credit hours)

The course is designed to prepare students to analyze and understand the major issues related to the management of information resources, which includes evaluating the current state of information resources management within an organization and participating in the management of such resources.

BBA319 Professional Studies Project (3 credit hours)

This course requires an undergraduate research project on a business-related topic chosen by the student in consultation with course instructor.

GENERAL EDUCATION COURSES

BBA205 Intro to Political Science (3 credit hours)

This course introduces major concepts and themes of political science by examining the fundamental principles, the basic political processes and institutions of organized political systems. It discusses the ideologies and political philosophies that shape political science and how major political impacts are made possible with social movements. It also describes practices and functions of the world's major political and governmental systems.

CSC101 Intro to Computer Science (3 credit hours)

This is an introductory course on computing and its impact on society from a user's perspective. Topics include: spreadsheets and computation, using text formatters and word processors, information management with database managers, and problem solving through program design and implementation using a simple programming language.

ENG101 English for Writing I (3 credit hours)

This course provides an introduction to the basic concepts and requirements of college-level writing, and emphasizes the importance of effective communication skills via the written word. The student will gain writing experience, an understanding of the writing and revision processes, and critical reading skills. The course will provide instruction on the use of standard written English, grammar, punctuation, capitalization, and sentence and paragraph structure. It will provide students with the skills necessary for successful written communication.

ENG102 English for Writing II (3 credit hours)

This course provides an advanced introduction to the basic concepts and requirements of college-level writing, and presents additional methods, and techniques to improve and polish the student's writing skills. The student will apply the steps of the writing process and appropriate research and citation methods to write a literature review, annotated bibliography, and research paper.

ENG202 English for Business Communication (3 credit hours)

This course provides an overview of the fundamentals of effective oral and written communication that are unique to the business environment. It teaches the skills necessary for effective business communication, including the writing of business memos, letters, and reports.

HIS101 Western Civilizations I (3 credit hours)

This course explores the history of Western Civilization. It examines the social and cultural, as well as, the political contexts out of which the West developed. It describes the religious influence on political, social, and economic organization. It explains the evolution of the European economy during westward expansion and the impacts of French and English Civil Wars on future Western governments.

HIS102 Western Civilizations II (3 credit hours)

This course examines developments in Western thought and culture from the 18th century through the 21st century. It describes the change in European and world culture resulting from Enlightenment-era philosophies, the effects of the Industrial Revolution in England on Western Society. It describes the people, ideas, and

MASTER OF BUSINESS ADMINISTRATION

The Master of Business Administration (MBA) aims at achieving the following interrelated goals and objectives:

- To develop a strategic level of understanding in the key areas and functions of business to include accounting, economics, finance management, marketing, operations management, human resource management, and quantitative methods.
- To demonstrate the ability to practice problem analysis and decision-making and present results both individually and as part of teams.
- To recognize and be aware of globalization and its impacts on people, businesses, and the economy.
- To develop the ability to apply leadership, critical thinking, problem solving, and teamwork skills in business administration.

The MBA program requires 36 semester credit hours:

MBA501 General Management (3 credit hours)

This course is designed for students to get a broad understanding of contemporary management issues and provide necessary skills to deal with those issues. It allows students to look at the relationship between theoretical aspects and practical usage.

MBA502 Entrepreneurship (3 credit hours)

This course identifies the characteristics of the entrepreneur and how these can contribute to individual or organizational success or failure. It focuses on entrepreneurship in new venture creation, including topics such as identifying opportunities, business planning, obtaining venture capital, projecting growth creating technological innovations, and coping with failure and bankruptcy.

MBA503 Financial Management (3 credit hours)

This course provides an overview on the managerial aspects of financial decision-making. Emphasis is on capital budgeting and time value money. It discusses financial markets and interest rates, as well as techniques used in the analysis of financial statements and their implications for business and a company's overall financial policies.

MHR504 Human Resources Management (3 credit hours)

This course introduces the major functional areas in the field of Human Resources. These areas include employment law, job analysis, planning, recruitment and selection, training and development, performance management and appraisal, career management, compensation and incentive pay, benefits, health and safety, ethics and fair treatment, collective bargaining and labor relations, and global HR management. The course also discusses how to assess, develop, implement, and evaluate a training program and reviews basic concepts of training, such as motivation and learning theory, needs assessment, and the evaluation of training.

MBA505 International Business Management (3 credit hours)

This course explores environmental relationships and their influence on business and trade in the context of a global economy. It critically examines the social, economic, political, and legal environments of international business, and the differences between domestic and global operations. The course critically evaluates classical and modern trade theory, current trade issues, and the roles of the international institutions of world business.

MBA692 Quality Management System (3 credit hours)

This course is designed to help students understand and implement the concepts of a Total Quality Management System. The course introduces the key concepts of quality, clarifies significant quality theories, and highlights major global quality and international quality awards. After elaborating on basic quality management concepts, students will critique, design, and assess quality management systems that form the basis of a quality assurance system.

TUITION AND FINANCE - DEGREE PROGRAMS

TUITION & FEES

Program	Application Fee (Non-Refundable)	** Student Tuition Recovery Fund (Non-Refundable)	Graduation Fee	Tuition	Registration Fee	* Total Cost
MBA	\$25.00	\$0.00	\$100.00	\$4,995.00	\$75.00	\$5,195.00
BBA	\$25.00	\$0.00	\$100.00	\$8,000.00	\$75.00	\$8,200.00

* Charges for the period of attendance and the entire program.

** \$.00 for every \$1,000 rounded to the nearest \$1,000.

PROGRAM TUITION

Master of Business Administration - \$138.75 per credit hour

Bachelor of Business Administration - \$66.66 per credit hour

Tuition covers the cost of individual curriculum design, online study materials, examination, faculty and administrative counseling. Required and reference textbooks are not included in the tuition. Tuition is payable in US funds, by check from a US bank or by money order in US funds. Tuition must be paid in full before the final course grade will be released or the student will be allowed to continue to the next course enrollment. New School of Cooking reserves the right to change course materials (revise course content, required text, etc.) of a program as deemed necessary.

3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. You may elect to cancel this Enrollment Agreement within 5 calendar days and receive a refund of all money paid, regardless if any assignments have been submitted. The 5 calendar days begins when the student sign the Enrollment Agreement
6. If the Enrollment Agreement is cancelled before classes start, the school will refund the student any money he/she paid, less a registration or administration fee of \$75.00 or 20% of the tuition charge per course (not to exceed \$200 per degree program), and less any deduction for equipment not returned in good condition, within 30 days after the notice of cancellation is received.
7. As we transition to an exclusive MBA curriculum, we will have two refund policies for students who are electing to stay in the program but want to drop a class. These policies are applied, depending on the date a student joined the program

Per Week of 10-Week Course Enrollment

*** MBA Degree Program**

Total Credit Hours - 3
Course Total Cost - \$675

Up to end of Week 1 - \$607.50
Up to end of Week 2 - \$540
Up to end of Week 3 - \$472.50
Up to end of Week 4 - \$405
Up to end of Week 5 - \$337.50
Up to end of Week 6 - \$270
Up to end of Week 7 - \$0

** end of week = end of New School of
Cooking business day: Friday, 4pm PST
(Los Angeles, CA)*

** course total cost = cost per credit hour
only; no fees included*

Per Week of Course Enrollment

*** MB Degree Program**

Total Credit Hours - 3
Course Total Cost - \$416.25

Up to end of Week 1 - \$333.00
Up to end of Week 2 - \$249.75
Up to end of Week 3 - \$166.50
Up to end of Week 4 - \$83.25
Up to end of Week 5 - \$0

The state of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students who are California residents, or are enrolled in a residency program, attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose or to provide equipment or materials for which a charge was collected with 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan programs required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

THE DISTANCE LEARNING EXPERIENCE - DEGREE PROGRAMS

DIGITAL LEARNING

New School of Cooking is a full distance-learning school. It offers students a convenient distance-learning experience every step of the way, from admission to graduation. New School of Cooking's advanced and comprehensive online education platform allows every student to:

1. Complete Course Enrollment forms
2. Login to the Moodle platform and their School email account
3. View messages from the School & course instructors
4. View grades & Moodle Profile
5. Access the New School of Cooking Online Library
6. Submit tests, essays & research papers
7. Submit final exams
8. Complete Course Evaluation

Detailed Moodle and New School of Cooking Online Library instructions are provided in the Moodle Student Handbook.

COURSE ENROLLMENT POLICY

As we transition to an exclusive MBA curriculum, we will have two course enrollment policies, depending on the date a student joined the program.

For students who have enrolled before March 2017, New School of Cooking allows them to begin a course at any time. Students may take one course after another or two courses simultaneously. Students simply have to fill out the Course Enrollment either in PDF format or online. The online form will be processed in 24 hours while the PDF form will be processed in five business days. Enrolled course(s) will be uploaded to the student's online learning platform. Each course is designed in an independent study model and is 10 weeks in length.

For students who matriculate after March 2017, the New School of Cooking course enrollment system requires students to begin courses at the start of each trimester, as outlined in the academic calendar. Students will be required to take the courses with their cohort, according to the published academic schedule in Moodle. Students simply have to fill out the Course Enrollment form. Enrolled course(s) will be uploaded to the student's online learning platform. Each course is designed in an independent study model with significant learning from your instructor and peers.

COURSE COMPLETION POLICY

A course must be completed within the allocated time. Assignments that are not completed by the course end date will be assigned a zero grade, and the final course grade will be calculated based upon the grade weight found in the course assessment scheme.

Students are expected to graduate prior to meeting the maximum time allowed for completion. Total credits attempted may not exceed 150% of the total credits required to complete the program.

Program	Total Credits Required for the Program	Maximum Time Allowed for Degree Completion
Master of Business Administration	36	3.6 years*
Bachelor of Business Administration	120	8 years*

*Assumption – there are 50 weeks to study per year.

DEGREE PROGRAM EXTENSION

Students who do not complete the degree program within the maximum allowed time must submit a written petition and justification for extension. Petitions for Degree Program Extensions will be reviewed by an ad hoc committee. Approval is not guaranteed and is granted on a case-by-case basis. A Degree Program Extension fee (Continuing Fee) of \$65 will be assessed at the time a petition is submitted.

COURSE SEQUENCE - BACHELOR OF BUSINESS ADMINISTRATION

We require all students within a cohort to start at the same time so that they can benefit from their peers as well as their instructor.

Each entering class comprises a cohort and students in the program will step through the course work together

The BBA program requires 120 semester credit hours.

General Education **36 Semester Credit Hours**

General Studies Core **24 Semester Credit Hours**

Business Major Courses **60 Semester Credit Hours**

GENERAL EDUCATION **36 Semester Credit Hours**

English Requirement 6 credit hours

ENG101 English for Writing I

ENG102 English for Writing II

Mathematics 3 credit hours

MAT201 Business Mathematics

Humanities/Fine Art/Communications 15 credit hours

ENG202 English for Business Communication

PHL101 Critical Thinking

BBA302 Business Communication

HIS101 Western Civilizations I

HIS102 Western Civilizations II

Social Sciences 6 credit hours

PSY101 Intro to Psychology

SOC101 Intro to Sociology

Natural Sciences 6 credit hours

SCE101 Earth Science

SCE102 Intro to Physics

GENERAL STUDIES CORE **24 Semester Credit Hours**

100-200 Courses 12 credit hours

BBA201 Intro to Business

BBA202 Principles of Economics

BBA203 Business Ethics

BBA205 Intro to Political Science

EXTRA CREDIT ASSIGNMENT POLICY

Students earning a grade of less than “C” for graduate courses are eligible for extra credit assignments. A maximum of 10 points may be earned through the extra credit assignment. This option is available only to those students who have completed all the course requirements and when no academic dishonesty has occurred.

Assignments for Extra Credit will be specified by the course instructor.

COURSE RE TAKE

Students who fail to reach the minimum graduation requirement have the option of retaking individual courses. If a course is repeated, the hours attempted are counted only once and the grade of the previous course attempted will be removed from the transcript. The new grade will be shown and recorded, regardless of the score. Full tuition fee for the course will be charged.

STUDENT COURSE EVALUATION

Students are asked to complete a Student Course Evaluation following the completion of each course. This survey is emailed to the student upon completion of the course. Student Course Evaluations are reviewed and results are tabulated, enabling the School to measure the effectiveness of the course and to pinpoint problem areas. The evaluation is used to rate the textbook, the study and assessment materials, and the course instructor.

GRADING SYSTEM

Letter grades are assigned only at the end of the course. The following scale is listed on transcripts.

Grades	Percent/Definition	Points per credit hour
A	90-10	4.00 Quality Points
B	80-8	3.00 Quality Points
C	70-7	2.00 Quality Points
D	60-69	1.00 Quality Points
F	59 and Below	0.00 Quality Points
W	Withdrawal	0.00 Quality Points
I/F	Incomplete/Failure	0.00 Quality Points
TR	Transferred course from another institution	

The grade point average (GPA) is computed by dividing the total number of quality points by the total number of hours completed

Upon successful completion and scoring at least 70% for courses, a student will earn three (3) credits.

ACADEMIC PROGRESS, PROBATION AND WITHDRAWAL

Students are required to have a minimum cumulative grade point average (GPA) of 3.00 in degree programs. Academic standards of performance have been established to ensure satisfactory progress toward a degree. These performance standards form a basis for the following academic classifications.

- Good Standing (Active)
- Academic Probation
- Academic Suspension

Good Standing (Active)

To be a student in good standing, a minimum cumulative GPA of 3.00 for graduate students must be maintained.

Academic Probation

Upon the completion of a minimum of 12 credits hours, a student can automatically be placed on academic probation if his/her cumulative GPA drops below the required minimum. A student will remain on academic probation for 12 credit hours (four courses) unless the student brings the GPA up to the minimum requirement while taking any of these four courses. While on academic probation, a student will have to demonstrate satisfactory progress. After being placed on academic probation, a student will not be permitted to enroll in a fifth course until the fourth course is completed and it is determined that the student is no longer on academic probation.

Satisfactory progress requires that a student either raise his/her cumulative GPA to an acceptable level, or that the student makes progress towards earning the acceptable GPA during the probationary period, as detailed:

- If after completing any of the four courses required for the probationary period, the student raises his/her cumulative GPA to 3.00 or higher (graduate students), the student will be placed in Good Standing.
- If the GPA for the probationary period is 3.5 or higher for graduate students, but the student does not raise the cumulative GPA to the minimum 3.00 or higher for graduates, a new probation period will begin.

Should the probationary student fail to demonstrate satisfactory progress, he/she will be withdrawn for a period of no less than 10 weeks. A student may request a reinstatement after the 10-week suspension period has expired. If a second withdrawal occurs, the student must leave the school for at least six months before being reinstated. The request for reinstatement in this case cannot be made until the six-month suspension period has expired. If a third withdrawal occurs, the student must wait a minimum of one calendar year before requesting readmission.

Requests for readmission must be made to the Academic Dean no later than one month prior to the term in which the student desires to enroll. Readmission following academic withdrawal will be determined by the Academic Dean and is not guaranteed.

Students who enroll in other colleges or universities while on withdrawal from New School of Cooking will not be readmitted to New School of Cooking until the cumulative grade point average from these other colleges and universities is 3.00 or higher for graduate students.

DESCRIPTION & OBJECTIVES - PROFESSIONAL DIPLOMA IN BAKING AND PASTRY ARTS

The Baking and Pastry Arts Diploma aims to achieve the following interrelated goals and objectives:

- Fully comprehend and correctly apply industry recognized safety and sanitation procedures and standards as established in the National Restaurant Association's ServSafe program.
- Demonstrate the ability to create and prepare desserts and pastries with products provided, utilizing skills and knowledge gained throughout the program.
- Master the knowledge to properly execute tasks common in restaurants, hotels, and catering operations such as food and kitchen supply purchasing and inventory management, product yield calculations, standardized recipe writing, menu planning, recipe costing and budget controls
- Master and demonstrate proper knife handling techniques and the ability to consistently, accurately, and safely use the proper tool to achieve the desired result in a time-sensitive environment.
- Master and demonstrate proper piping skills, utilizing the correct equipment to achieve the desired end result in a time-sensitive restaurant environment.
- Mastery of "Mise en Place": mental and physical organization of personal projects and working environment to ensure the delivery of products in a timely manner.
- Qualified to seek positions in pastry shops, bakeries, hotels, country clubs, and elite fine restaurants.
- Demonstrate an in depth knowledge of the skills required to step into supervisory positions such as Department Manager, Assistant Pastry Chef, and Executive Pastry Chef.

ENGLISH LANGUAGE REQUIREMENTS

All instruction at New School of Cooking is provided in English. Documentation of English language proficiency for students whose primary language is English is documented by the meeting the educational component of the admission requirement from a school that provided instruction in English.

For students whose primary written and spoken language is not English, an official test result of TOEFL (Test of English as a Foreign Language) will have to be submitted. A minimum score of five hundred and fifty (550) written or seventy-five (75) computer- based will be required for admission to graduate programs.

In addition to TOEFL, New School of Cooking also accepts score from IELTS (International English Language Testing System Exam). Students who have the IELTS score will need to have a minimum of 61 in the computer-based test or a Band 5 or higher.

International students with completion of two years of study or at least 30 credit hours in school courses in which English is the language of instruction, however, are exempted from the TOEFL (or IELTS) requirement.

FOREIGN TRANSCRIPT EVALUATION

All foreign students must have their transcripts and degrees evaluated and translated to meet U.S. equivalency.

The following is a sample of foreign transcript and degree evaluators. American City School does not endorse any evaluators.

- Foreign Consultants: [http:// www.foreignconsultants.com/](http://www.foreignconsultants.com/)
- Educational Credential Evaluators: [http:// www.ece.org/](http://www.ece.org/)
- Educational Perspectives: [http:// www.educational-perspectives.org/](http://www.educational-perspectives.org/)
- Foundation for International Services, Inc.: [http:// www.fis-web.com/](http://www.fis-web.com/)
- Globe Language Services, Inc.: [http:// www.globelanguage.com/osc/index.php](http://www.globelanguage.com/osc/index.php)

- Defense Activity for Non-Traditional Education (DANTES)

TUITION AND FINANCE - DIPLOMA PROGRAMS

TUITION & FEES

Program	Application Fee (Non-Refundable)	**Student Tuition Recovery Fund (Non-Refundable)	Graduation Fee	Tuition	Registration Fee	*Total Cost
Culinary Arts Diploma	\$0	\$0	\$0	\$14,500.00	\$0	\$14,500.00
Baking and Pastry Arts Diploma	\$0	\$0	\$0	\$14,500.00	\$0	\$14,500.00

* Charges for the period of attendance and the entire program.

** \$.00 for every \$1,000 rounded to the nearest \$1,000.

PROGRAM TUITION

Tuition covers the cost of individual curriculum design, classroom costs, faculty and administrative counseling. Tuition is payable in US funds, by check from a US bank or by money order in US funds. New School of Cooking reserves the right to change course materials (revise course content, required equipment, etc.) of a program as deemed necessary.

STUDENT FEES

Student fees are charged when services are rendered.

Application Fee (non-refundable) -	N/A
Registration Fee (non-refundable) -	N/A
Graduation Fee (non-refundable) -	N/A
Return Check Fee -	\$25.00
Additional Transcript Fee -	\$0.00
Course Retake Fee -	N/A
Degree Program Extension Fee -	N/A
Leave of Absence Fee -	N/A

TEXTBOOK COSTS

At New School of Cooking the cost of textbooks is included in the tuition costs.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the program at any time and receive a pro rata refund for the coursework in progress, based on the table above.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For distance education students scheduled days is based on a five-day week, which does not include Saturday or Sunday, or any defined holiday within the catalog.

For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded.

FINANCIAL INFORMATION

New School of Cooking does not participate in federal or state financial aid programs. New School of Cooking has no pending petition in bankruptcy, nor is operating as a debtor in possession or has filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

STUDENT TUITION RECOVERY FUND

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student who is a California resident, or are enrolled in a residency program, and prepays all or part of your tuition by cash, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies to you:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The state of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students who are California residents, or are enrolled in a residency program, attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose or to provide equipment or materials for which a charge was collected with 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan programs required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.

COURSE SEQUENCE– PROFESSIONAL DIPLOMA IN CULINARY ARTS

Students will begin the program with a focus on the foundation of classic French cooking. Fundamentals of kitchen safety and sanitation, essential knife techniques, classic and modern stocks and sauces.

Students further develop their cooking skills through technique and ingredient-specific instruction and practical execution. Classic and modern soups, eggs, cheese, fruits and vegetables, starches, legumes, and grains will be covered. They will then learn the fundamentals of fish, poultry, game, and domestic meat fabrication and cooking techniques, both classic and modern. Students will participate in repetitive technique execution with ethnic and modern cuisine to gain practical knowledge and preparedness to enter the culinary profession.

Each student will be given the opportunity to sign up for internship shifts after week 4 of the culinary program and **MUST BE COMPLETED** by the conclusion of the program. Students will begin internship after successful completion of ServeSafe certification. Students who do not complete these hours cannot graduate or receive a diploma.

Sanitation, ServSafe and HAACP

Culinary I: Introduction to Culinary Techniques

A technique-based curriculum ensures students will learn basic knife skills and practice all the fundamental styles of cooking.

Knife Skills

All basic knife cuts including brunoise, small dice, medium dice, large dice, julienne, supreme.

Stocks & Soups

Stock-making technique, types of stocks, broth-based soups, puree soups, veloutes.

Grains & Pulses

Techniques for cooking grains and pulses.

Eggs

Soufflés, quiches, rolled omelets, general egg cookery.

Poach

Techniques for properly poaching. Poached eggs and fish.

Pan Sear

Techniques for properly pan searing and sautéing. Pan seared meat and fish.

Roast

Techniques to properly roast meat and fish. Perfect roasted chicken. Trussing and carving.

Grill & Fry

Techniques to properly grill and fry vegetables and meats. Batters and breading.

Braise

Techniques to properly braise meats and vegetables.

Advanced European

Regions and history of European cuisine. Dishes from regions of Europe not already covered in the course.

COURSE SEQUENCE – PROFESSIONAL DIPLOMA IN BAKING AND PASTRY ARTS

Pastry and Baking I: Introduction to Baking Techniques

Quick Breads

Muffins, bunt cakes, loafs, biscuits and scones.

Basic Cookies

Drop, cut, and rolled cookies. Bars and whoopie pies.

Custards

Souffles, baked and stove top custards.

Pies and Cobblers

Single crust, double crust, lattice and cobblers.

Tarts

Galettes. Baked and fresh fruit tarts.

Straight Yeast Breads

Lean and enriched doughs.

Basic Cakes

Blending method, combination method and buttercreams.

Pastry & Baking II: Intermediate Techniques

Intermediate Cakes

high ratio and foam cakes. Mousses.

Pate a Choux

Eclairs, croquembouche, and St. Honore

Laminated Dough Part 1

Croissant, Danish and Puff pastry

Artisan Week

Cheese making, wine tasting and preservation.

Specialty Breads

Flat breads, poached and fried breads.

Frozen Desserts

Sorbets, ice creams and molded frozen desserts.

Chocolates and Confections

Tempering chocolate. Candy and confections.

Alternative Baking

Vegan and gluten free baking.

GRADUATION REQUIREMENTS

To be eligible for graduation, students must receive at least a “C” average and complete required hours.

AWARD OF DEGREE & TRANSCRIPT

In the fifth month of their program, students will be considered for graduation. Ineligible students will be notified if they are not qualified to graduate.

MAKE UP POLICY

There are no make-ups for class time but a student is welcome to get notes from the Chef Instructor or fellow classmate. Missing more than 10 consecutive days will result in removal from program.

LEAVE OF ABSENCE

A Leave of Absence (LOA) places a student’s program “on hold” for a period of three months to one year. During this period of time, all financial and all academic obligations are suspended until the LOA period expires or the student notifies the School about resuming his/her studies. A Leave of Absence will only be granted on the basis of extenuating circumstances, such as an illness, accident, prolonged hospital stay, death of immediate family member, etc.

ACADEMIC PROGRESS, PROBATION AND WITHDRAWAL

Students in non-degree programs are required to have a minimum cumulative grade point average of a “C.”. Academic standards of performance have been established to ensure satisfactory progress toward a degree. These performance standards form a basis for the following academic classifications.

- Good Standing (Active)
- Academic Probation
- Forced Withdrawal/Expulsion

Good Standing (Active)

To be a student in good standing, a minimum grade average of “C” or above must be maintained.

Academic Probation

Students with excessive absences, poor practical or written exam results will be placed on Academic Probation. A student will remain on Academic Probation until their GPA is brought up to a C average. While on Academic Probation, absences will not be tolerated.

DISMISSAL

A student may be dismissed from the School for the following reasons:

- Providing the School with false application or enrollment information.
- Cheating or helping others cheat on course work, exams, assignments, and/or practical exams.
- Repeated disruptive behavior in classes or on school grounds.
- Failure to meet good standing requirements

NEW SCHOOL OF COOKING

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ACKNOWLEDGEMENT OF RECEIPT OF CATALOG

I have received a copy of the Catalog and School Performance Fact Sheet prior to enrollment. The catalog contains the rules, regulations, program completion requirements, and cost for the specific program in which I have enrolled.

Print Name: _____

Signature: _____

Date: _____

Enrolled by: _____
(Print Name)

Signature: _____

Date: _____