



School Catalog 1/1/17 - 12/31/17



Napoli Culinary Academy

1401 Fulton Avenue Suite B Sacramento, CA 95825

(916) 971-0600

www.napoliculinaryacademy.com



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Welcome to the Napoli Culinary Academy

Thank you for your interest in Napoli Culinary Academy. As lifetime students of the culinary and hospitality professions ourselves, we would like to welcome your interests in the Academy and to inform you about the various advantages of working within the food and hospitality business. As culinary/hospitality students, your education and training with us will begin an exciting career in one of the most popular and fastest growing occupations in the world. Based on your chosen program, not only will you be trained as a chef and learn the trade of professional food preparation, you will also be learning the complex skills of restaurant/hotel administration, management and operation. As a culinary/hospitality professional, there are many varying opportunities and career choices, some of which include travel abroad, taking command of a successful restaurant or hotel operation, or even starting and managing your own business. As a graduate of the Academy, you will have a distinct advantage over your peers in the culinary/hospitality profession that have not been exposed to the same rigors of training as yourself.

I would like to extend an invitation to you to set up a personal interview and visit to our academy. Come see for yourself how our program works, and how our personal one-on-one training will offer you a better education.

Best Wishes,
Hassi Sadri
Academy Director
Napoli Culinary Academy





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School History

The Napoli Culinary Academy was established in 1997 by Mr. Hassi Sadri. Mr. Sadri's nationally recognized restaurant, Café Napoli appeared on the cover of Pizza Today Magazine making the restaurant as one of the 100 unique restaurants in the nation. This exposure and notoriety for Mr. Sadri in 1992 inspired him to open the Academy. His background and passion for teaching and earlier culinary experiences including television and film activities provided the encouragement he needed to start the Napoli Culinary Academy. This was a dream come true.

The goal of the Academy is to provide not only an excellent culinary and hospitality program but a program that will stress strong management including all aspects needed to survive in the culinary/hospitality arts industry.

Today, the Napoli Culinary Academy has developed a program focused on graduates being prepared to conduct a profitable culinary/hospitality endeavor. With the training they receive, coupled with a passion for the culinary and hospitality business, graduates will possess the necessary skills and knowledge to avoid being part of the extreme number of business failures.

Mission & Philosophy

Napoli Culinary Academy strives to provide each student a positive and creative environment within which to study the Culinary and Hospitality Arts. With believing that work should be personally fulfilling, our goal is to train students for a new career in the culinary and hospitality fields. Our school programs provide a stepping stone for all of our graduates who can successfully work in the culinary and hospitality industries as well as a life-long and personally satisfying career. Students will be equipped with basic and advanced knowledge required to work in fields related to the Culinary Arts and Hospitality occupations.

Educational Objectives

The purpose and educational objectives of our programs is to train students to function and prosper in their workplaces in the culinary/hospitality environment by utilizing the skills learned at N.C.A.A. The graduates will have necessary business and administration skills as well as a working knowledge of culinary and hospitality arts after completing their studies. Students are offered "hands-on" teaching/training by instructors who are experts in their respective fields. Upon graduation, the successful student will have entry-level knowledge needed for potential placement in the culinary/hospitality fields including, but not limited to, executive chef, food & beverage director, banquet/catering manager, hotel manager, or owner of their own business.





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Admission Information

Admission Requirements

Napoli Culinary Academy requires that prospective students have a high school diploma or G.E.D. certificate or its equivalent to enroll in any of our programs. N.C.A.A does not allow students to qualify for acceptance based on the results of an Ability to Benefit Test (ATB).

N.C.A.A. provides equal opportunity in education and admits students without regard to race, gender, sexual orientation, religion, creed, color, origin, ancestry, marital status, age, disability, or any other factor prohibited by law. This policy is followed with respect to programs, services, activities, admission of student, hiring of faculty and staff, the awarding of scholarships, promotions, graduations, and certifications are administered in full compliance with applicable law.

Admission Procedures

The enrollment procedure starts with an interview with the Academy Director and a tour of the facility. The personal interview provides the opportunity to discuss the applicant's interests, special skills and career goals. In addition, prospective students are provided an orientation including the following:

- Review of course requirements
- Review of attendance requirements
- Review of all school policies
- Catalog information
- Financial requirements
- Placement service information
- School calendar

All prospective students will be given a school catalog, enrollment agreement and School Performance Fact Sheet. The N.C.A.A. reserves the right to modify the size of any class, tuition, and fees, as may be deemed necessary. Approval from the Bureau for Private Postsecondary Education will be attained before any changes take effect with the programs and policies of N.C.A.A.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

(Ed. Code 94911 (h) and 94909 (a) (15) The transferability of credits you earn at Napoli Culinary Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma that you earn at



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If this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Napoli Culinary Academy to determine if your diploma will transfer.

Credit Evaluation

Napoli Culinary Academy does not offer any credit for previous experience or courses taken. It is imperative that students complete all of the courses and hours required in their chosen program in order to receive the full educational benefits of the programs offered.

Napoli Culinary Academy has not entered into an articulation or transfer agreement with any other college or university.

Length of Time and Definition of Clock Hours

The Napoli Culinary Academy programs are measured in clock hours of instruction. A clock hour is defined as 60 minutes of instruction. For full-time students in the Culinary Arts Management Program takes 36 weeks with a total of 900 clock hours, the Line Cook Program takes 17 weeks with a total of 420 clock hours and the Catering/Banquet/Hotel Management Program takes 32 weeks with a total of 800 clock hours.

INSTRUCTIONAL CLASS SCHEDULE

All courses follow the same schedule, as detailed below:

Labs and Lectures are held Monday through Friday 25 hours per week, according to the following schedule:

9:00 am- 2:00 pm Lectures in the Fully-Equipped Classroom, Cooking Demonstrations & Hands-On Experience (Lab in the State-of-the-Art Kitchen, Dining Room, Bar and Pizza Center).

Napoli Culinary Academy is open (with a full-service dining room, bar, catering and special events) Monday through Saturday from 9:00 am – 9:00 pm (closing later and open Sundays for special events). During this time, the students clock in for their required internship hours to gain their hands-on experience in our various departments including the dining room, bar, pizza center, kitchen, catering and special events. Students are offered these flexible times of Mon-Sat 9am-9pm to fulfill their internship requirements and can choose the hours that fit within their personal schedule.



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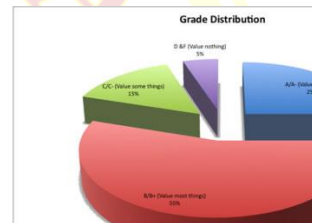
STANDARDS FOR STUDENT ACHIEVEMENT

GRADING SYSTEM	GRADE	GPA
Excellent	A (90-100%)	4.0
Above Average	B (80 - 89%)	3.0
Average	C (70 - 79%)	2.0
Below Average	D (60 - 69%)	1.0
Unsatisfactory	F (Below 60%)	Failure




Grading Basis

Attendance	20%
Assignments/Internship	20%
Concepts Comprehension	20%
Practical/Projects	20%
Examinations	20%



Programs* and Total Charges for a Period of Attendance

	Culinary Arts Management (CAMP)	Line Cook (LCP)	Catering/Banquet/Hotel Management (CMP)
Hours	900	420	800
Weeks	36	17	32
Tuition	\$19,000.00	\$8,870	\$16,896.00
Registration Fee	\$100	\$100	\$100
Starting Kit**	\$260	\$260	\$260
STRF***	\$0.00	\$0.00	\$0.00
TOTAL for period of attendance and entire program****	\$19,360.00	\$9,230.00	\$17,256.00

* The programs N.C.A.A. offers are not designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in this state.

** Starting Kit includes 2 text books & chef jacket embroidered with student's name (\$260.00 non-refundable)

*** Non-refundable (\$0.00 per \$1,000.00)



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*****N.C.A.A. reserves the right to increase all fees and tuition without notice, at its discretion. Once a student completes an Enrollment Agreement, the tuition & fees charges stated on that Enrollment Agreement will not change provided the student starts classes as scheduled and continues without interruption.**

Requirements for Completion of Each Program

In order to complete any of the programs (CAMP, CBHP, LCP), the student must:

1. Complete all of the hours required for the chosen program, listed above
2. Complete all classes listed in this catalog in chosen program
3. A passing a grade of C or higher on the final written exam
4. A passing grade of C or higher on the final project
5. A passing grade of C or higher on all assignments, projects, internship and practicals
6. A passing grade of C or higher on all concepts comprehension
7. Attendance rate of at least 90% for labs, lectures and internships (any missed courses and work due to absences must be made up with the Director at a date and time agreed upon with the student and Director)

Facilities

This institution, the facilities it occupies, and the equipment it utilizes, fully comply with any and all federal, state and local ordinances and regulations, including those requirements as to fire safety, building safety and health.

The facility includes a classroom with computerized projector and product identification posters, state of the art kitchen, dining room, Italian Bar with a flat screen television in the bar, bakery, pizza center and reception area in addition to administrative offices, outdoor patio seating area, and restrooms. Materials used include but are not limited to: books, handouts, recipes, shared student computer, with internet access, 12 state of the art burners, 1 open fire grill, 1 griddle, pizza oven, pizza and food prep table, espresso machines 6 ovens, microwave, refrigerators, utensils, slicers, Hobart mixers, robot coupe food processors, bakers sheets.

Scholarships/Financial Aid

Many people cannot afford education without the help of parents, part-time jobs, student loans, work-study or a combination of all of these. We are happy to help our students to attend Napoli Culinary Academy and achieve their goals.

If you are interested, we will try to help you find part-time work at an area restaurant while you are a student at N.C.A.A. This can also provide you with more on-the-job experience to go along with your already extensive program of study. Please note, that we cannot guarantee job placement to any student. We can only guarantee that we will assist in the job search.



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N.C.A.A. has a limited number of scholarships available each year for our students. Available scholarships are awarded based on the student's educational background, determination, financial abilities, recommendations, and work experiences. Scholarship amount will vary based upon a review of student needs.

Scholarship Program Information

The Napoli Culinary Academy offers a scholarship program for deserving applicants to assist them financially. The NCAA Scholarship program provides a reduction in tuition based upon availability of scholarship funds at the time of the application, an applicant's need and personal motivation.

The procedure for applying for the NCAA Scholarship Program is as follows:

1. Applicants must submit the NCAA Scholarship Questionnaire prior to enrollment.
2. The Director will then interview the applicant.
3. The Director will review the Questionnaire to determine whether a scholarship will be awarded and the amount.
4. The Director will inform successful applicants of the amount of the award and the applicant will complete the enrollment process.
5. The successful applicant will receive the tuition reduction as long as he/she maintains satisfactory progress and meets attendance & financial requirements.

Work-Study Program Information

The Napoli Culinary Academy offers a Work-Study program for deserving applicants to assist them financially. The NCAA Work-Study program provides a reduction in tuition. The procedure for applying for the NCAA Scholarship Program is as follows:

6. Applicants must submit the NCAA Scholarship Questionnaire prior to enrollment.
7. The Director will then interview the applicant.
8. The Director will review the Questionnaire to determine whether a scholarship will be awarded and the amount.
9. The Director will inform successful applicants of the amount of the award and the applicant will complete the enrollment process.
10. The successful applicant will receive the tuition reduction as long as he/she maintains satisfactory progress and meets attendance & financial requirements.

Placement Assistance

Employment assistance may be provided. Our placement program is designed to provide students with employment opportunities and to assist in preparing them for their job search. Napoli Culinary Academy is in contact with employers to discuss their needs and the skills required for employment in the culinary field. This contact enables N.C.A.A. to keep the curriculum current and to assist students in qualifying for positions within the culinary/hospitality field.



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All reasonable efforts will be made on behalf of the students and graduates of N.C.A.A. to assist them in obtaining employment. However, it is understood that the School does not and cannot promise or guarantee employment or level of income or wage rate to any student or graduate. Occupation Codes: 35-2014, 11-9051, 35-1012, 35-9011, 35-3011, 35-9011, 35-3010, 11-908, 35-2012, 35-3022, 35-2012, 35-1011, 35-2013, 35-3031, 35-2010, 35-2000, 35-2019, 35-2014, 35-2011, 35-2013, 35-3021, 35-3040, 11-9050, 11-9081



Facility Information

Napoli Culinary Academy is a private institution and is approved to operate by the Bureau for Private Postsecondary Education. Approval to operate means compliance with state standards has been met as set forth in the California Private Postsecondary Education Act of 2009.

N.C.A.A. is not accredited by an accrediting agency recognized by the U.S. Dept. of Education. This institution offers a Diploma program. A graduate of our Diploma program will not be eligible to sit for the applicable licensure exam in California or any other state. N.C.A.A. does not offer a Degree program. A Diploma from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

Any question 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 Capital Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

All classes will be held at: 1401 Fulton Ave Bldg. B Sacramento, CA 95825

This institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, nor has filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United State Bankruptcy Code.

Student Services

N.C.A.A. welcomes students to discuss any issues with any member of the faculty or staff. Students are encouraged to discuss academic and job-related concerns with either the Director



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of Administration or the Director of the Academy. The Director of the Academy is also available to assist students with financial questions, employment assistance, and academic advisement. The Director of Administration is always available to assist students with any administrative questions.

Catalog

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. There is also a link to our catalog on our website: www.napoliculinaryacademy.com. All prospective students will be given a school catalog, School Performance Fact Sheet and enrollment agreement.

Loan Information

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal aid funds.

If the student defaults on a federal or state loan, both the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance at another institution until the loan is repaid.

Regarding refunds and withdrawals: If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan. Any remaining amount of the refund will first be used to repay any of your financial obligations to the Academy from which you received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to you.

STUDENT'S RIGHT TO CANCEL

The student has the right to withdraw from a course of instruction at any time. You have the right to cancel this agreement and obtain a refund of charges paid through attendance at the first-class session, or the 7th day after enrollment, whichever is later. Cancellation shall occur when you give written notice of cancellation to N.C.A.A at 1401 Fulton Ave. Bldg. B Sacramento, CA 95825. You can do this by mail or in person. If you cancel this agreement, N.C.A.A. will refund any money that you paid, less the registration, uniform and tool fees, within 30 days after notice is received. Students are obligated to pay only for the hours of instruction received and for equipment not returned. No monies will be refunded for the Academy uniform. There is no tuition credit for absences. Required uniform and tools cost \$260.00 (non-refundable). The Academy is not responsible for cleaning and/or loss and damage of them.



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Refund Policy

You shall be liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. If the amount that you paid is more than the amount that you owe for the time you attended, then a refund will be made within 30 days of withdrawal. If the amount that you owe is more than the amount that you have already paid, then you will have to make arrangements to pay it promptly. Refunds are made for a student who withdraws or is withdrawn from the Academy prior to the completion of his/her program and is based on the tuition billed for the term in which the Student withdraws, according to this policy. Refunds will be based on the total charge incurred by the Student at the time of withdrawal, not the amount the Student has actually paid. You will receive a pro-rata refund for the unused portion of tuition. Tuition and fees attributable to any term beyond the term of withdrawal will be refunded in full. When a Student withdraws from the institution, he/she must complete a student withdrawal form which is provided by the Director of Administration. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be made within 30 calendar days of the notification of an official withdrawal or date of determination of withdrawal by the institution. The Academy shall refund 100% of the amount paid for institutional charges, less the registration fee not to exceed \$250 if a notice of cancellation is made through attendance at the first-class session or the seventh day after enrollment whichever is later. The \$260.00 Starting Kit fee is also non-refundable, regardless of when the student withdraws. N.C.A.A will provide a starting kit (non-refundable) for all students: 2 Text Books, Chef Jacket with Embroidered Name (non-refundable). The Fee for the Kit is: \$260.00. Uniform and Starting Kit charge is non-refundable. Students who have attended less than 60% will receive a pro rata refund. For the purpose of determining a refund, a student shall be deemed to have withdrawn from the Academy when any of the following occurs:

- a. The Student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later
- b. The Academy terminates the student's enrollment for failure to maintain satisfactory academic progress; failure to abide by the rules and regulations of the institution and/or failure to meet financial obligations to the school.
- c. The student incurs 21 consecutive absences and does not communicate directly with the school (or meet attendance policy or leave of absence requirements as stated in the school's catalog) regarding the nature of those absences. In this case, the date of withdrawal shall be deemed the last date of recorded attendance.

If the student receives Veterans' Educational Benefits, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Refund example:

Charge per Hour x Hours Attended = Amount owed by student

Tuition Charge per Hour = \$27/Hour

Hours Attended by student = 240

Amount owed by student = 27 x 240 = \$6480



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The Student Tuition Recovery Fund

The Student Tuition Recovery Fund (STRF) was established by the legislature to protect any California resident who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a loss as a result of the college: closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment. To be eligible, you must be a student enrolled in an educational program, who is a California resident, or are enrolled in a residency program. To qualify for STRF reimbursement, the application must be fully completed and received by the Bureau, with supporting documents that include, but need not be limited to, the enrollment agreement, promissory notes, if any, and any receipts, within two years from date of the closure notice explaining the student's rights under STRF, whether provided by the institution or the Bureau, or a maximum of four years if the student received no closure notice. If a judgment is obtained, you must file a STRF application within 2 years of the final judgment. Questions regarding the STRF may be directed to the Bureau.

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 in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program 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:

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 in educational programs who are California residents, or are enrolled in residency programs attending certain school regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, 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 within 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 program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.



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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.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Leave of Absence

A leave of absence may be granted in situations in which you might find it impossible to continue in regularly scheduled classes. Each request will be reviewed on an individual basis. To request a leave of absence, you must submit a written request to the Director of Administration. If you fail to submit a written request and leave N.C.A.A, after 30 days you will be dismissed from the Academy. If a student has completed 60% or less of the period of attendance they are entitled to a pro rata refund. You may be granted a leave of absence for up to 60 days. After 60 days, a leave of absence automatically becomes a withdrawal. You will not be given a tuition refund for a leave of absence once it has become a withdrawal.

Suspension and Dismissal Policy

N.C.A.A. reserved the right to suspend or dismiss any student whose attendance, professional conduct, or academic performance which does not meet the school's standards and /or who fails to abide by the rules and regulations. Any student who has been suspended or dismissed may appeal the action by informing N.C.A.A. in writing.

Academic Probation Policy

A student achieving a cumulative GPA below 70% or a "C" at the time of evaluation will be advised of their unsatisfactory academic progress and placed on academic probation for 30 days or until such time as their cumulative GPA reaches a minimum 70% or "C". During this period of probation, the student must maintain, at a minimum, an academic GPA of 70% or "C" or better. If the student is unable to maintain that, the student will be dismissed or required to repeat a course within 3 months. As long as the student repeats the course within no more than 3 months then they will not have to repay for that portion of the course. Any student dismissed for failure to meet the academic requirements of the academy, may appeal the dismissal by writing a letter discussing the probation with the Director of N.C.A.A. Students will receive a monthly progress report which will inform them of their academic status. This progress report will serve as a warning to students should they be falling below standards.

Attendance Policy

The student is required to attend 90% of the scheduled classes. Failure for any reason to maintain the 90% attendance will be cause for probation. Absences will be considered excused for illness, death, or birth in immediate family and other valid reasons substantiated in writing are excused at the discretion of the instructor. All missed work must be made up as arranged with the instructor. There is NO tuition credit for absences. Students will receive a monthly



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progress report which will inform them of their attendance status. This progress report will serve as a warning to students should they be falling below standards.

On Time Policy

Attending as scheduled is necessary for successful skill development and job preparation. Students are expected to arrive on time for class and remain until it concludes. Students who arrive late disrupt others and miss valuable information necessary for successful completion of the program. Abuse of this policy will result in probation or suspension from school. This will also have an effect on the student's grade. Arriving 15 minutes or more, late is considered one tardy. 3 tardies equal 1 absence. Students are also required to sign in and sign out when they arrive and depart every day in order to get full credit of hours attended.

Language

All classes are taught in English; therefore, the student must be able to sufficiently communicate at a high school graduate-level or higher in order to succeed in their program. This proficiency must be documented by a GED, High School diploma or college degree. In addition, proficiency will be also determined by the Director, as he interviews the student at the initial meeting. He will use basic conversation to determine if the student is sufficiently able to communicate and understand in English. We do not offer any language services.

Library

N.C.A.A. provides a library for all students to use during school operating hours. All books are to be used at the institution and are not allowed to be taken out of the premises. The books can be taken off of the shelves, used on the premises and returned to the shelves. No checkout process necessary. The library is located in the student classroom.

Foreign Students

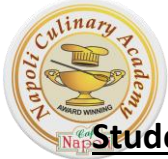
N.C.A.A. accepts students from other countries as long as they have obtained a valid Visa and are in this country legally in addition to providing a copy of their high school diploma or college degree from their country of origin. We cannot vouch for student status or any associated charges.

Long Distance Education

N.C.A.A. does not offer long distance education.

Housing

N.C.A.A. does not provide any housing to its students. N.C.A.A. does not have any dormitory facilities under its control. N.C.A.A also has no responsibility in assisting students to find housing. Housing is available reasonably near the Academy with rent averaging \$800 per month.



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Student Record Retention Policy

Student records will be maintained for a period of 5 years. Student transcripts will be kept indefinitely. Student records are kept in a locked fire-resistant filing cabinet on-site in addition to also being kept on our computer system which is protected by Carbonite.

Catalog Policy on Updates

N.C.A.A. shall provide a catalog pursuant to section 94909 of the Code, which shall be updated annually. Annual updates will be made by the use of inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in inserts accompanying the catalog

Complaint Policy

Students are encouraged to bring all complaints or grievances about school-related situations to its attention. A student may express their complaint by communicating orally or in writing to the instructor, Director of Administration or Academy Director. The recipient of the complaint shall transmit it as soon as possible to the authorized person to resolve the complaints. Any verbal complaint that is not resolved within a reasonable period of time, the student is advised to submit a written complaint. The authorized person will investigate and will try to resolve the problem within ten working days. 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 Capital Oaks Drive, Suite 400 Sacramento, CA 95833, website: www.bppe.ca.gov, phone: (888) 370-7589 and fax (916)263-1897. Any student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site (www.bppe.ca.gov).

Student Parking

Student parking is available, at no cost, in the open parking area in front and in back of the academy building. N.C.A.A. is not responsible for parking violations, property theft, or property damage. Please keep vehicles locked at all times.



School Calendar

Napoli Culinary Academy of America observes the following holidays:

New Year's Day	Independence Day
Martin Luther King Jr. Day	Labor Day
President's Day	Columbus Day
Good Friday	Veterans Day



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Memorial Day	Thanksgiving Day
Christmas Day	New Year's Eve

Governing Body, Administrators, and Faculty

Directors

Ms. Sara Javidan – President

Mrs. Javidan is a successful entrepreneur who began her own business in Sacramento over 27 years ago using her strong leadership skills and business acumen to create the highly lucrative and successful establishment which exists to this day.

Mr. Hassi Sadri – Academy Director, Instructor

Mr. Sadri has over 40 years of experience in international cooking and the hospitality industry. He has worked in various local and international hotels and restaurants in managerial roles. His experience includes working as an Executive Chef, Food & Beverage Director, Hotel Manager, Kitchen Consultant, Owner & Restaurant Manager and International Culinary Head Judge. He is the Head Judge in the Annual International Pizza Expo in Las Vegas. He has also hosted weekly Radio & Television programs for many years. He has been awarded a multitude of local and national accolades. Mr. Sadri is an avid culinary specialist who brings prior curriculum development experience to Napoli Culinary Academy, which he founded in 1997. Mr. Sadri possesses the following certifications: PhD in Industrial Management, Certificate of Education in Alcohol and Drug Programs, Certification in Training by the Dept. Of Education, Diploma of Technology in Hotel/Motel, Food & Beverage Management, Certified Top Instructor.

Administrative Officials

Mrs. Penny Ryan – Director of Administration

Mrs. Ryan has over 25 years of experience working in corporate administration in companies including the following:

- Sutter Health
- The Walt Disney Company
- Warner Bros. Studios, Inc.
- The Office of the Governor of the State of California

Mrs. Ryan also has a B.A in International Relations with language proficiency is French, German and Farsi. She has teaching credential with ASCI and an M.A in Education, with teaching experience.

Mr. Scott Ryan – Director of I.T. Operations

Mr. Ryan has over 16 years of experience as a Computer Analyst Specialist in the IT field in companies including the following:

- CalPERS
- Kaiser
- Warner Bros. Studios, Inc.



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Mr. Ryan is also a veteran, having served over 10 years in the Air Force for NATO Special Forces.

Instructors

Mr. Hassi Sadri – Culinary Instructor - See description above.

Program Descriptions and Courses

Course Syllabi for CAMP 1 Assorted Ground Meats

Program: Culinary Arts Management Program (CAMP)

Program Length: 36 weeks (900 hours)

Program Objective: This program will provide a comprehensive knowledge in Culinary Arts and is geared towards those that are interested in being chefs or owners of their own restaurant. All facets of culinary arts and restaurant management are explored and taught in this program, with much of the instruction oriented towards the day-to-day running of a restaurant. Upon successful completion of this program, the student will be ready to secure employment as a chef, cook, or manager in an established restaurant.

Course Description:

CAMP 1 ASSORTED GROUND MEATS

25 clock hours

This course covers different ground meat meals. Students will obtain knowledge needed for meat cookery, basic methods of cooking meat gourmet flair, spices and herbs and assorted meals.

Student will master the art of preparing such entrees as Kotlete Gosht, Stuffed Bell Peppers, Rice Meatballs, Spaghetti Bolognese, Rigatoni with Meat Balls, Meat Loaf and Danish Meat Patties etc.

Course Procedure:

Classes held Monday-Friday. The schedule includes cooking demonstrations and practicum. A course schedule will be provided.

Course Resource Materials:

The Complete Middle East Cookbook, Tess, Mallos, NY: McGraw-Hill Book Company, 1979.

Food of Life, Najmeh Batmajglij, Washington, D.C.: Mage Publishing Inc., 1986.

On Cooking: Techniques from Expert Chefs, Sarah R. Labensky, CCP and Alan M. Hause, NJ: Pearson Education, Inc., 2003.



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Course Syllabi for CAMP 2 Assorted Soup Making

Program: Culinary Arts Management Program (CAMP)

Program Length: 36 weeks (900 hours)

Program Objective: This program will provide a comprehensive knowledge in Culinary Arts and is geared towards those that are interested in being chefs or owners of their own restaurant. All facets of culinary arts and restaurant management are explored and taught in this program, with much of the instruction oriented towards the day-to-day running of a restaurant. Upon successful completion of this program, the student will be ready to secure employment as a chef, cook, or manager in an established restaurant.

Course Description:

CAMP 2 ASSORTED SOUP-MAKING(includes project)
20 clock hours

This course introduces production methods for sauces and stock production. It includes basic stocks and soups, reduction and clarification of stocks.

Students will master the art of preparing favorites such as French Onion Soup, Shrimp Bisque, Avocado Soup, New England Clam Chowder, Minestrone Soup and Borscht. In addition students will gain a better understanding through utilizing the Resource Center referring to books, internet or articles to select a soup recipe to prepare and present to the class.

Course Procedure:

Classes held Monday-Friday. The schedule includes cooking demonstrations and practicum. A course schedule will be provided.

Course Resource Materials:

On Cooking: Techniques from Expert Chefs, Sarah R. Labensky, CCP and Alan M. Hause, NJ: Pearson Education, Inc., 2003.

Course Syllabi for CAMP 3 Basic Accounting & Budget Management

Program: Culinary Arts Management Program (CAMP)

Program Length: 36 weeks (900 hours)

Program Objective: This program will provide a comprehensive knowledge in Culinary Arts and is geared towards those that are interested in being chefs or owners of their own restaurant. All facets of culinary arts and restaurant management are explored and taught in this program, with much of the instruction oriented towards the day-to-day running of a restaurant. Upon successful completion of this program, the student will be ready to secure employment as a chef, cook, or manager in an established restaurant.



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Course Description:

CAMP 3 BASIC ACCOUNTING & BUDGET MANAGEMENT

30 clock hours (includes project)

This course introduces basic practical application of kitchen mathematics including calculation of food cost, recipe yields, recipe costing, purchasing and other related topics. Culinary accounting and finance for culinary operations and the use of accounting techniques in analyzing business performance, in budgeting, and in cost and profit planning. This course also offers an organized, step-by-step approach to preparing a business plan. The plan will enable the students to solve problems “on paper” before they become operational or money problems. Every business should have a business plan. Students will create one in this course.

Students will gain the knowledge of creating a business plan through analyzing food cost and payroll control. Students will be required to utilize the resource center to complement their project of creating their own business plan.

Course Procedure:

Lectures are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

How to Control Costs by George L. Wenzel, Sr.; Texas, 1972.

The Food Service Professional Building Restaurant Profits Atlantic Publishing 2003

Course Syllabi for CAMP 4 Bread-Baking & Pastry Skills Development

Program: Culinary Arts Management Program (CAMP)

Program Length: 36 weeks (900 hours)

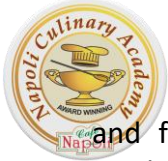
Program Objective: This program will provide a comprehensive knowledge in Culinary Arts and is geared towards those that are interested in being chefs or owners of their own restaurant. All facets of culinary arts and restaurant management are explored and taught in this program, with much of the instruction oriented towards the day-to-day running of a restaurant. Upon successful completion of this program, the student will be ready to secure employment as a chef, cook, or manager in an established restaurant.

Course Description:

CAMP 4 BREAD-BAKING & PASTRY SKILLS DEVELOPMENT

5 clock hours

This course examines the preparation and production methods for baking. It includes bake shop layout, work flow, and equipment; theory and production of yeast breads; quick breads; cookies; production of fruit, pudding and custard pies; pate choux items. This class also covers techniques



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and fundamentals of classical and contemporary plated desserts. Emphasis is placed on production of high quality products and professional presentation.

Students will master the art of exquisite pastry-making along with learning the techniques of bread making with such local favorites as San Francisco Sour Dough and Butter Croissants

Course Procedure:

Classes held Monday-Friday. The schedule includes cooking demonstrations and practicum. A course schedule will be provided.

Course Resource Materials:

Dine with Europe's Master Chefs: Pastries, Köln: Leefung Asco Printing Company, Ltd., 1998.

On Cooking: Techniques from Expert Chefs, Sarah R. Labensky, CCP and Alan M. Hause, NJ: Pearson Education, Inc., 2003.

Course Syllabi for CAMP 5 Breadding & Skewering

Program: Culinary Arts Management Program (CAMP)

Program Length: 36 weeks (900 hours)

Program Objective: This program will provide a comprehensive knowledge in Culinary Arts and is geared towards those that are interested in being chefs or owners of their own restaurant. All facets of culinary arts and restaurant management are explored and taught in this program, with much of the instruction oriented towards the day-to-day running of a restaurant. Upon successful completion of this program, the student will be ready to secure employment as a chef, cook, or manager in an established restaurant.

Course Description:

CAMP 5 BREADDING & SKEWERING

10 clock hours

This course introduces the essentials of breadding and skewering. Videos will be shown in class for further knowledge.

Students will obtain skills in preparing Breadding techniques to create such entrees as Chicken Parmagiana, Chicken Cordon Bleu, Barg Kabob, Eggplant Parmagiana, Ground Meat Brochette and Kabob Kubideh.

Course Procedure:

Classes held Monday-Friday. The schedule includes, cooking demonstrations and practicum. A course schedule will be provided.

Course Resource Materials:

Food of Life, by Najmieh Batmanglij, Washington, D.C.: Mage Publishing, Inc., 1986.



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The Complete Middle East Cookbook by Tess Mallos, NY: McGraw-Hill Book Company, 1979.
On Cooking: Techniques from Expert Chefs, Sarah R. Labensky, CCP and Alan M. Hause,

NJ: Pearson Education, Inc., 2003.

Course Syllabi for CAMP 6 Breakfast Cookery

Program: Culinary Arts Management Program (CAMP)

Program Length: 36 weeks (900 hours)

Program Objective: This program will provide a comprehensive knowledge in Culinary Arts and is geared towards those that are interested in being chefs or owners of their own restaurant. All facets of culinary arts and restaurant management are explored and taught in this program, with much of the instruction oriented towards the day-to-day running of a restaurant. Upon successful completion of this program, the student will be ready to secure employment as a chef, cook, or manager in an established restaurant.

Course Description:

CAMP 6 BREAKFAST COOKERY

5 clock hours

This course examines fundamental aspects of breakfast cookery.

Students will learn breakfast techniques through preparing Eggs Benedict, Shirred Eggs and Ham as well as mastering the art of pancake flipping, making waffles and different types of muffins.

Course Procedure:

Classes held Monday-Friday. The schedule includes cooking demonstrations and practicum. A course schedule will be provided.

Course Resource Materials:

On Cooking: Techniques from Expert Chefs, Sarah R. Labensky, CCP and Alan M. Hause,
NJ: Pearson Education, Inc., 2003.

Course Syllabi for CAMP 7 Broiler Operation

Program: Culinary Arts Management Program (CAMP)

Program Length: 36 weeks (900 hours)

Program Objective: This program will provide a comprehensive knowledge in Culinary Arts and is geared towards those that are interested in being chefs or owners of their own restaurant. All facets of culinary arts and restaurant management are explored and taught in this program,



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with much of the instruction oriented towards the day-to-day running of a restaurant. Upon successful completion of this program, the student will be ready to secure employment as a chef, cook, or manager in an established restaurant.

Course Description:

CAMP 7 BROILER OPERATION

40 clock hours (includes required catering events)

This course emphasizes key elements and functions of a broiler. Students will experience how to prepare steak kabob on open fire and chicken kabob. Course also includes food preparation, meat cookery, and proper process to cook variety of meats on a broiler.

Student will gain knowledge in preparing entrée's such as Sword Fish Kebabs, Pork Chimichurri, Kabobs Rosemary Grilled Chicken, Salisbury Steak, Grilled Lamb Chops with Herb Butter and through catering events will master the technique of buffet table arrangement and hospitality skills.

Course Procedure:

Classes held Monday-Friday. The schedule includes, cooking demonstrations and practicum. Catering events will be held at on-site and off-site locations, TBA. A course schedule will be provided.

Course Resource Materials:

On Cooking: Techniques from Expert Chefs, Sarah R. Labensky, CCP and Alan M. Hause, NJ: Pearson Education, Inc., 2003.

Course Syllabi for CAMP 8 Cash Control & Depositing

Program: Culinary Arts Management Program (CAMP)

Program Length: 36 weeks (900 hours)

Program Objective: This program will provide a comprehensive knowledge in Culinary Arts and is geared towards those that are interested in being chefs or owners of their own restaurant. All facets of culinary arts and restaurant management are explored and taught in this program, with much of the instruction oriented towards the day-to-day running of a restaurant. Upon successful completion of this program, the student will be ready to secure employment as a chef, cook, or manager in an established restaurant.



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Course Description:

CAMP 8 CASH CONTROL & DEPOSITING

8 clock hours

This course emphasizes the importance of accounting and finance in culinary operations. It also includes broad coverage of concepts, classifications, and behaviors of costs. Study will include cost-volume-profit relationships, short and long-term budgeting, and contribution reporting.

Students will be proficient in the use and reporting of accounting data for managerial planning, cost control, depositing and decision-making purposes.

Course Procedure:

Classes held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

"Napoli Culinary Academy lecture book"

The Food Service Professionals Guide to: Controlling Restaurant & Food Service Operating Costs 2003 and Controlling Restaurant & Food Service Food Costs 2003

Course Syllabi for CAMP 9 Classic Banquet Cuisine, Table Service & Catering

Program: Culinary Arts Management Program (CAMP)

Program Length: 36 weeks (900 hours)

Program Objective: This program will provide a comprehensive knowledge in Culinary Arts and is geared towards those that are interested in being chefs or owners of their own restaurant. All facets of culinary arts and restaurant management are explored and taught in this program, with much of the instruction oriented towards the day-to-day running of a restaurant. Upon successful completion of this program, the student will be ready to secure employment as a chef, cook, or manager in an established restaurant.

Course Description:

CAMP 9 CLASSIC BANQUET CUISINE, TABLE SERVICE & CATERING

40 clock hours (includes required catering events and hands-on in dining room)

This course is a study of classic banquet cuisines, table service, and the skills needed to manage both on-site and off-site catering operations.

Students will gain kitchen and dining room layouts experience, staff requirements and cooking and serving skills particular to different catered events.

Course Procedure:

Lectures are held Monday-Friday. Catering events will be held at on-site and off-site locations, TBA. A course schedule will be provided.



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Course Resource Materials:

Buffets and Receptions by Michael Small, Ed., London: The Trinity Press, 1980.

Food Service Professional's Guide to Successful Catering Managing the catering Operation for Maximum Profit 2005

Course Syllabi for CAMP 10 Cleaning & Cutting Chicken & Other Poultry

Program: Culinary Arts Management Program (CAMP)

Program Length: 36 weeks (900 hours)

Program Objective: This program will provide a comprehensive knowledge in Culinary Arts and is geared towards those that are interested in being chefs or owners of their own restaurant. All facets of culinary arts and restaurant management are explored and taught in this program, with much of the instruction oriented towards the day-to-day running of a restaurant. Upon successful completion of this program, the student will be ready to secure employment as a chef, cook, or manager in an established restaurant.

Course Description:

CAMP 10 CLEANING & CUTTING CHICKEN & OTHER POULTRY

10 clock hours

This course provides the basics of proper cleaning and cutting of chicken, turkey, duck and other poultry. Topics include different knife usage, sanitation process, and preparation methods.

Students will master the above techniques through the preparation of the following entrees: Chicken Stuffed Apples, Cornish Game Hen stuffed w/Orange Sauce, Turkey Kabob, Chicken Brochettes, Southern Fried Chicken, Baked Stuffed Duck w/ Apples.

Course Procedure:

Classes held Monday-Friday. The schedule includes cooking demonstrations and practicum. A course schedule will be provided.

Course Resource Materials:

OnCooking: Techniques from Expert Chefs, Sarah R. Labensky, CCP and Alan M. Hause, NJ: Pearson Education, Inc., 2003.

Course Syllabi for CAMP 11 Cleaning & Cutting Fish & Seafood

Program: Culinary Arts Management Program (CAMP)

Program Length: 36 weeks (900 hours)



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Program Objective: This program will provide a comprehensive knowledge in Culinary Arts and is geared towards those that are interested in being chefs or owners of their own restaurant. All facets of culinary arts and restaurant management are explored and taught in this program, with much of the instruction oriented towards the day-to-day running of a restaurant. Upon successful completion of this program, the student will be ready to secure employment as a chef, cook, or manager in an established restaurant.

Course Description:

CAMP 11 CLEANING & CUTTING FISH & SEAFOOD

10 clock hours

This course provides the basics of proper cleaning and cutting of tuna, prawns, mussels, scampi, clams, oyster, salmon, and fillet sole. Topics include different knife usage, sanitation process, and preparation methods. Also included are menu entrees.

Students will master the technique of cleaning and cutting through preparing the famous dish Cioppino and proper preparation of Mahi Mahi, Filet of Sole & Prawns.

Course Procedure:

Classes held Monday-Friday. The schedule includes cooking demonstrations and practicum. A course schedule will be provided.

Course Resource Materials:

Fish & Seafood Cookbook, by Judith Ferguson, Canada: Brimar Publishing Inc., 1992.

On Cooking: Techniques from Expert Chefs, Sarah R. Labensky, CCP and Alan M. Hause, NJ: Pearson Education, Inc., 2003.

Course Syllabi for CAMP 13 Cost & Portion Control

Program: Culinary Arts Management Program (CAMP)

Program Length: 36 weeks (900 hours)

Program Objective: This program will provide a comprehensive knowledge in Culinary Arts and is geared towards those that are interested in being chefs or owners of their own restaurant. All facets of culinary arts and restaurant management are explored and taught in this program, with much of the instruction oriented towards the day-to-day running of a restaurant. Upon successful completion of this program, the student will be ready to secure employment as a chef, cook, or manager in an established restaurant.

Course Description:

CAMP 13 COST & PORTION CONTROL

34 clock hours



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This course is an introduction to the principles of quantity food production. This course also covers different ways of purchasing to develop easy inventory control, taste and appearance and size consistency.

Students will be proficient in areas such as Basic Cost Control, Establishing Financial Budgets, Food costs percentages, menu pricing and consistency overall.

Course Procedure:

Lectures for this course are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

How to Control Costs, by George L. Wenzel, Sr., copyright 1971.

Controlling Restaurant & Food Service Costs Atlantic Publishing Group Inc. 2003

Controlling Restaurant & Food Service Operating Costs Atlantic Publishing Group 2003

Course Syllabi for CAMP 14 Dining Room Management

Program: Culinary Arts Management Program (CAMP)

Program Length: 36 weeks (900 hours)

Program Objective: This program will provide a comprehensive knowledge in Culinary Arts and is geared towards those that are interested in being chefs or owners of their own restaurant. All facets of culinary arts and restaurant management are explored and taught in this program, with much of the instruction oriented towards the day-to-day running of a restaurant. Upon successful completion of this program, the student will be ready to secure employment as a chef, cook, or manager in an established restaurant.

Course Description:

CAMP 14 DINING ROOM MANAGEMENT

25 clock hours (includes hands-on in Dining Room)

This course develops the skills of the future dining room server and creates a common language between the dining room and the kitchen for future chefs. Areas of interest will be how to develop your staff for maximum service and profit, boost your sales and profits by up selling and focusing on design, construction and renovating your establishment.

Students will gain an appreciation of the elements of the front of the house through theoretical and practical application of table service along with bettering your establishment through the topics mentioned above.

Course Procedure:

Lectures are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

“Napoli Culinary Academy Lecture Book”



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The Food Service Professional Waiter & Waitress Training 2003

The Food Service Professional Restaurant Design 2003

The Food Service Professional Increasing Restaurant sales 2003

Course Syllabi for CAMP 15 Equipment Maintenance

Program: Culinary Arts Management Program (CAMP)

Program Length: 36 weeks (900 hours)

Program Objective: This program will provide a comprehensive knowledge in Culinary Arts and is geared towards those that are interested in being chefs or owners of their own restaurant. All facets of culinary arts and restaurant management are explored and taught in this program, with much of the instruction oriented towards the day-to-day running of a restaurant. Upon successful completion of this program, the student will be ready to secure employment as a chef, cook, or manager in an established restaurant.

Course Description:

CAMP 15 EQUIPMENT MAINTENANCE

25 clock hours

This course emphasizes the importance of proper equipment maintenance. During this course the students will obtain the knowledge on different ways and materials needed for quality maintenance of different kitchen and restaurant equipment.

Students will gain the knowledge needed through lectures and field trip observations to be able to make proper decisions in purchasing and/or handling restaurant equipment.

Course Procedure:

Lectures are held Monday-Friday. Schedule includes a combination of lecture and field trip excursions.

Course Resource Materials:

“Napoli Culinary Academy Lecture Book”

ServSafe Coursebook, National Restaurant Association Education Foundation, copyright 2002.

Course Syllabi for CAMP 16 Equipment Safety, Operations & Cleaning

Program: Culinary Arts Management Program (CAMP)

Program Length: 36 weeks (900 hours)

Program Objective: This program will provide a comprehensive knowledge in Culinary Arts and is geared towards those that are interested in being chefs or owners of their own restaurant.



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All facets of culinary arts and restaurant management are explored and taught in this program, with much of the instruction oriented towards the day-to-day running of a restaurant. Upon successful completion of this program, the student will be ready to secure employment as a chef, cook, or manager in an established restaurant.

Course Description:

CAMP 16 EQUIPMENT SAFETY, OPERATIONS & CLEANING

25 clock hours (includes field trip)

This course covers knife skills, equipment recognition, operation and cleaning, use of hand tools and measuring devices; cleaning and cutting raw materials.

Students will gain safety procedures through lectures, handouts and practicing in order to complete the ServSafe examination and/or work accordingly in a restaurant environment to prevent mishandlings.

Field trip will enhance the students' insight in this area.

Course Procedure:

Lectures are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

"Napoli Culinary Academy Lecture Book"

ServSafe Coursebook, National Restaurant Association Education Foundation, copyright 2002.

Course Syllabi for CAMP 17 Garnishing Assorted Plates

Program: Culinary Arts Management Program (CAMP)

Program Length: 36 weeks (900 hours)

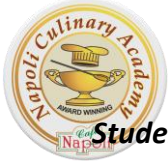
Program Objective: This program will provide a comprehensive knowledge in Culinary Arts and is geared towards those that are interested in being chefs or owners of their own restaurant. All facets of culinary arts and restaurant management are explored and taught in this program, with much of the instruction oriented towards the day-to-day running of a restaurant. Upon successful completion of this program, the student will be ready to secure employment as a chef, cook, or manager in an established restaurant.

Course Description:

CAMP 17 GARNISHING ASSORTED PLATES

20 clock hours

This course focuses on traditional and contemporary plate and platter presentations as well as buffet presentations. Details on how to garnish based on the meal, vegetables, and on request will be discussed in class.



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Students will learn how to meet the exacting standards of the restaurant industry both nationally and internationally through observations and practicing demonstrations.

Course Procedure:

Classes held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

Buffets and Receptions, by Michael Small, Ed., London: The Trinity Press, 1980.

Brunch Entertaining, by Chuck Williams, Ed., SF: Time-Life Books, 1999.

On

Cooking: Techniques from Expert Chefs, Sarah R. Labensky, CCP and Alan M. Hause, NJ: Pearson Education, Inc., 2003.

Course Syllabi for CAMP 18 Italian Cuisine -- Pizza

Program: Culinary Arts Management Program (CAMP)

Program Length: 36 weeks (900 hours)

Program Objective: This program will provide a comprehensive knowledge in Culinary Arts and is geared towards those that are interested in being chefs or owners of their own restaurant. All facets of culinary arts and restaurant management are explored and taught in this program, with much of the instruction oriented towards the day-to-day running of a restaurant. Upon successful completion of this program, the student will be ready to secure employment as a chef, cook, or manager in an established restaurant.

Course Description:

CAMP 18 ITALIAN CUISINE—PIZZA

45 clock hours

This course introduces dough making, stretching, cutting, preparation, baking, aging, and storage. It also emphasizes the importance of oven start-up and temperature control. **Students will learn to master the art of pizza making through different tools needed, prepare pizza toppings, and decorate pizza.**

Course Procedure:

Classes held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

The Cooking of Italy, by Waverley Root, NY: Time-Life Books.

The Art of Italian Cooking, NY: Exeter Books, 1987.

On Cooking: Techniques from Expert Chefs, Sarah R. Labensky, CCP and Alan M. Hause, NJ: Pearson Education, Inc., 2003.



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Course Syllabi for CAMP 19 Job Interviewing, Work Attendance & CO-Worker Relations

Program: Culinary Arts Management Program (CAMP)

Program Length: 36 weeks (900 hours)

Program Objective: This program will provide a comprehensive knowledge in Culinary Arts and is geared towards those that are interested in being chefs or owners of their own restaurant. All facets of culinary arts and restaurant management are explored and taught in this program, with much of the instruction oriented towards the day-to-day running of a restaurant. Upon successful completion of this program, the student will be ready to secure employment as a chef, cook, or manager in an established restaurant.

Course Description:

CAMP 19 JOB INTERVIEWING, WORK ATTENDANCE & CO-WORKER RELATIONS

10 clock hours (includes Guest Speaker)

This course provides interviewing techniques, skills to create a resume, how to handle work ethics and problem solving in topics relating to work and co-workers. The student will have an opportunity to work in an actual restaurant setting.

Students will learn the necessary tips to succeed in the food service industry through hands on experience working in a restaurant environment.

Course Procedure:

Lectures are held Monday-Friday. Actual restaurant setting included. A course schedule will be provided.

Course Resource Materials:

Guest speakers

“Napoli Culinary Academy Lecture Book”

Course Syllabi for CAMP 20 Licensing & Business Opening Regulations

Program: Culinary Arts Management Program (CAMP)

Program Length: 36 weeks (900 hours)

Program Objective: This program will provide a comprehensive knowledge in Culinary Arts and is geared towards those that are interested in being chefs or owners of their own restaurant. All facets of culinary arts and restaurant management are explored and taught in this program, with much of the instruction oriented towards the day-to-day running of a restaurant. Upon successful completion of this program, the student will be ready to secure employment as a chef, cook, or manager in an established restaurant.



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Course Description:

CAMP 20 LICENSING & BUSINESS OPENING REGULATIONS

5 clock hours

This course is an introduction to the legal aspects of culinary operations through an explanation of applications to legal subjects relevant to culinary operations. Topics include licensing, government regulations, patron civil rights, liability for sales of food and alcoholic beverages, as well as liability for patron safety and property, selection and supervision of employees, property rights and forms of business organizations.

Students will gain sufficient knowledge through the above topics to be able to proceed in opening their own operation.

Course Procedure:

Lectures are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

Handouts from the County of Sacramento (Including but not limited to: Environmental Management Dept., Business License App., Fictitious Business Name Filing and Statement, Health Inspection Report)

Handouts from State Board of Equalization

Course Syllabi for CAMP 21 Marinating Different Meats & Vegetables

Program: Culinary Arts Management Program (CAMP)

Program Length: 36 weeks (900 hours)

Program Objective: This program will provide a comprehensive knowledge in Culinary Arts and is geared towards those that are interested in being chefs or owners of their own restaurant.

All facets of culinary arts and restaurant management are explored and taught in this program, with much of the instruction oriented towards the day-to-day running of a restaurant. Upon successful completion of this program, the student will be ready to secure employment as a chef, cook, or manager in an established restaurant.

Course Description:

CAMP 21 MARINATING DIFFERENT MEATS & VEGETABLES

30 clock hours

This course studies the essentials of marinating different meats, vegetables, spices, herbs, and other key ingredients. The course also focuses on various cooking methods, food textures, flavor combinations, and plate presentations.

Students will attain a wide variety of skills to prepare appropriate dishes through the marinating demonstration and practice sessions.



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Course Procedure:

Classes held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

Food of Life, by Najmieh Batmanglij, Washington, D.C.: Mage Publishing, Inc., 1986.

On Cooking: Techniques from Expert Chef, by Sarah R. Labensky, CCP and Alan M. Hause, NJ: Pearson Education, Inc., 2003.

Course Syllabi for CAMP 22 Marketing & Free Advertising

Program: Culinary Arts Management Program (CAMP)

Program Length: 36 weeks (900 hours)

Program Objective: This program will provide a comprehensive knowledge in Culinary Arts and is geared towards those that are interested in being chefs or owners of their own restaurant. All facets of culinary arts and restaurant management are explored and taught in this program, with much of the instruction oriented towards the day-to-day running of a restaurant. Upon successful completion of this program, the student will be ready to secure employment as a chef, cook, or manager in an established restaurant.

Course Description:

CAMP 22 MARKETING & FREE ADVERTISING

5 clock hours

This course is an introduction to culinary marketing with a profile of management's role in marketing. The course includes information systems and marketing research methods to assist in planning. Hospitality consumers and their behavior are discussed. Other topics include advertising, group sales strategies, the importance of carefully designed menus and menu pricing.

Students will achieve effective methods to apply, in creating or managing their own Marketing & Advertising campaigns for the restaurant industry.

Course Procedure:

Lectures are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

Guest speakers

Marketing Hospitality, by Cathy H.C. Hsu and Tom Powers, NY: John Wiley & Sons, Inc., 2002.

Food Service Professional: Restaurant Marketing & Advertising: 2003



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Course Syllabi for CAMP 23 Middle Eastern Cuisine

Program: Culinary Arts Management Program (CAMP)

Program Length: 36 weeks (900 hours)

Program Objective: This program will provide a comprehensive knowledge in Culinary Arts and is geared towards those that are interested in being chefs or owners of their own restaurant. All facets of culinary arts and restaurant management are explored and taught in this program, with much of the instruction oriented towards the day-to-day running of a restaurant. Upon successful completion of this program, the student will be ready to secure employment as a chef, cook, or manager in an established restaurant.

Course Description:

CAMP 23 MIDDLE EASTERN CUISINE

40 clock hours

This course introduces the production of Middle Eastern cuisine dishes through a focus on various cooking methods, food textures, flavor combinations, and plate presentations. Cooking a Middle Eastern dish is a must as part of the course.

Students will master the art of cooking a perfect Middle Eastern dish using various methods to prepare such items as: Khoresh-eBademjan Eggplant, Stuffed Peepers, Rice Meatballs, Dill Rice with Fava Beans and Tah Chin E Burch.

Course Procedure:

Classes held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

Food of Life, by Najmieh Batmanglij, Washington, D.C.: Mage Publishing, Inc., 1986.

The Complete Middle East Cookbook, by Tess Mallos, NY: McGraw-Hill Book Company, 1979.

On Cooking: Techniques from Expert Chefs, Sarah R. Labensky, CCP and Alan M. Hause, NJ: Pearson Education, Inc., 2003.

Course Syllabi for CAMP 24 Nutrition, Sanitation & Health Regulations

Program: Culinary Arts Management Program (CAMP)

Program Length: 36 weeks (900 hours)

Program Objective: This program will provide a comprehensive knowledge in Culinary Arts and is geared towards those that are interested in being chefs or owners of their own restaurant. All facets of culinary arts and restaurant management are explored and taught in this program, with much of the instruction oriented towards the day-to-day running of a restaurant. Upon successful completion of this program, the student will be ready to secure employment as a chef, cook, or manager in an established restaurant.



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Course Description:

CAMP 24 NUTRITION, SANITATION & HEALTH REGULATIONS

21 clock hours class

9 clock hours Serve Safe Exam

This course covers the principles of food microbiology, important food borne diseases, standards that are enforced by regulatory agencies, and applied measures for the prevention of food borne diseases and other microbiological problems. All phases of sanitation for professional culinary operations are covered in the context of schools, hospitals, commercial restaurants and cafeterias. Subjects covered include types and causes of food borne illnesses, correct procedures for handling food in quantity and the principles of cleaning and sanitizing. It will also consist of practical training in the kitchen and organized field trips to introduce students to the industry.

Students will gain the necessary knowledge to prevent such diseases and illnesses as mentioned above while working in the food industry along with obtaining their ServSafe certification. Fieldtrips will also enhance their insight in this area.

Course Procedure:

Lectures are held Monday-Friday for three hours per day. A course schedule will be provided.

Course Resource Materials:

ServSafe Book 3rd Edition

On Cooking: Techniques from Expert Chef, by Sarah R. Labensky, CCP and Alan M. Hause, NJ: Pearson Education, Inc., 2003.

Course Syllabi for CAMP 25 Order Arrangements

Program: Culinary Arts Management Program (CAMP)

Program Length: 36 weeks (900 hours)

Program Objective: This program will provide a comprehensive knowledge in Culinary Arts and is geared towards those that are interested in being chefs or owners of their own restaurant. All facets of culinary arts and restaurant management are explored and taught in this program, with much of the instruction oriented towards the day-to-day running of a restaurant. Upon successful completion of this program, the student will be ready to secure employment as a chef, cook, or manager in an established restaurant.

Course Description:

CAMP 25 ORDER ARRANGEMENTS

10 clock hours

This course introduces preparing, cooking, planning, and proper order arrangements for casual and formal dining.



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Students will gain exposure to different types of settings, industry food shows, and other pertinent excursions through class examples.

Course Procedure:

Lectures are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

“Napoli Culinary Academy Lecture Book”

On Cooking: Techniques from Expert Chef, by Sarah R. Labensky, CCP and Alan M. Hause, NJ: Pearson Education, Inc., 2003.

Course Syllabi for CAMP 27 Pasta Cooking

Program: Culinary Arts Management Program (CAMP)

Program Length: 36 weeks (900 hours)

Program Objective: This program will provide a comprehensive knowledge in Culinary Arts and is geared towards those that are interested in being chefs or owners of their own restaurant. All facets of culinary arts and restaurant management are explored and taught in this program, with much of the instruction oriented towards the day-to-day running of a restaurant. Upon successful completion of this program, the student will be ready to secure employment as a chef, cook, or manager in an established restaurant.

Course Description:

CAMP 27 PASTA COOKING

23 clock hours

This course provides the students with the practical skills and knowledge for pasta cooking. Students will develop a menu and produce menu items for presentations and competitions in class. Students will design, produce and serve a weekly menu around a specific theme. *Students will learn the art of pasta cooking by preparing entrees such as Vermicelli with Shrimp, Fettuccine Florentina, Ziti Carbonara, Beef/Spinach Lasagna and Penne with Sweet Peppers, etc.*

Course Procedure:

Classes held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

The Art of Italian Cooking, NY: Exeter Books, 1987.

On Cooking: Techniques from Expert Chefs, Sarah R. Labensky, CCP and Alan M. Hause, NJ: Pearson Education, Inc., 2003.



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Course Syllabi for CAMP 28 Popular International Dishes

Program: Culinary Arts Management Program (CAMP)

Program Length: 36 weeks (900 hours)

Program Objective: This program will provide a comprehensive knowledge in Culinary Arts and is geared towards those that are interested in being chefs or owners of their own restaurant. All facets of culinary arts and restaurant management are explored and taught in this program, with much of the instruction oriented towards the day-to-day running of a restaurant. Upon successful completion of this program, the student will be ready to secure employment as a chef, cook, or manager in an established restaurant.

Course Description:

CAMP 28

POPULAR INTERNATIONAL DISHES

20 clock hours

This course exposes students to the preparation of international dishes made in the traditional manner. Mexican, Western and Eastern European, and Middle Eastern cuisine will be covered. Emphasis is placed on classroom production, cooking techniques, and presentation. *Students will master the international cooking procedures by creating such entrees as Russian Beef Stroganoff, Bouillabaisse, Coq au V in and Hungarian Goulash.*

Course Procedure:

Classes held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

On Cooking: Techniques from Expert Chefs, Sarah R. Labensky, CCP and Alan M. Hause, NJ: Pearson Education, Inc., 2003.

Course Syllabi for CAMP 29 Pricing & Menu Arrangements

Program: Culinary Arts Management Program (CAMP)

Program Length: 36 weeks (900 hours)

Program Objective: This program will provide a comprehensive knowledge in Culinary Arts and is geared towards those that are interested in being chefs or owners of their own restaurant. All facets of culinary arts and restaurant management are explored and taught in this program, with much of the instruction oriented towards the day-to-day running of a restaurant. Upon successful completion of this program, the student will be ready to secure employment as a chef, cook, or manager in an established restaurant.



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Course Description:

CAMP 29 PRICING & MENU ARRANGEMENTS

33 clock hours

Organizing, planning and control of production for a quantity culinary operation.

Student will be proficient in menu planning and pricing, scheduling of staff and production, portion and temperature control, recipe standardization and scaling and elements of culinary layout and design.

Course Procedure:

Lectures are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

The Food Service Professional, Food Service Menus. Atlantic Publishing Group, Inc. Copyright 2003

Course Syllabi for CAMP 30 Product Ordering & Knowledge

Program: Culinary Arts Management Program (CAMP)

Program Length: 36 weeks (900 hours)

Program Objective: This program will provide a comprehensive knowledge in Culinary Arts and is geared towards those that are interested in being chefs or owners of their own restaurant. All facets of culinary arts and restaurant management are explored and taught in this program, with much of the instruction oriented towards the day-to-day running of a restaurant. Upon successful completion of this program, the student will be ready to secure employment as a chef, cook, or manager in an established restaurant.

Course Description:

CAMP 30 PRODUCT ORDERING & KNOWLEDGE

10 clock hours

This course examines the basic aspects of procurement within the foodservice industry. Topics include ordering, menu forecasting, and delivery schedules. The course also introduces receiving, proper storage and handling techniques, and inspections of deliveries and invoices. *Students will learn basics of electronic purchasing, inventory controls, FIFO, security, legal and ethical aspects of procurement and resources available in the industry.*

Course Procedure:

Lecturers are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

“Napoli Culinary Academy Lecture Book”



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Course Syllabi for CAMP 31 Product Shelving & Cold Storage

Program: Culinary Arts Management Program (CAMP)

Program Length: 36 weeks (900 hours)

Program Objective: This program will provide a comprehensive knowledge in Culinary Arts and is geared towards those that are interested in being chefs or owners of their own restaurant. All facets of culinary arts and restaurant management are explored and taught in this program, with much of the instruction oriented towards the day-to-day running of a restaurant. Upon successful completion of this program, the student will be ready to secure employment as a chef, cook, or manager in an established restaurant.

Course Description:

CAMP 31

PRODUCT SHELVING & COLD STORAGE

15 clock hours

This course introduces students to the growing field of packaging and preservation of food. Students will view preservation procedures both from the consumer's perspective, discussing pros and cons of using pre-prepared foods, and from the producer's perspective. *Students will learn the technology and techniques for preparing irradiated, frozen, freeze-dried, and oven-dried foods. In addition, students will gain hands-on experience using one or more of these techniques.*

Course Procedure:

Lectures are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

ServSafe Book 3rd Edition

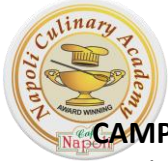
Course Syllabi for CAMP 32 Red Meat Cutting & Identification

Program: Culinary Arts Management Program (CAMP)

Program Length: 36 weeks (900 hours)

Program Objective: This program will provide a comprehensive knowledge in Culinary Arts and is geared towards those that are interested in being chefs or owners of their own restaurant. All facets of culinary arts and restaurant management are explored and taught in this program, with much of the instruction oriented towards the day-to-day running of a restaurant. Upon successful completion of this program, the student will be ready to secure employment as a chef, cook, or manager in an established restaurant.

Course Description:



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CAMP 32

RED MEAT CUTTING & IDENTIFICATION

10 clock hours

This course examines the advanced aspects of red meat cutting. Course includes presentation on carving a standing rib roast, a sirloin, a fillet of beef, a porterhouse steak, and a flank steak. *Students will gain this knowledge through the practice of creating such entrees as London Broil, Shish Kabob with Saffron Rice, Pepper Steak and Marinated Lamb Chops.*

Course Procedure:

Classes held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

On Cooking:Techniques from Expert Chef, by Sarah R. Labensky, CCP and Alan M. Hause, NJ: Pearson Education, Inc., 2003.

Course Syllabi for CAMP 33 Roasting & Rotisserie

Program: Culinary Arts Management Program (CAMP)

Program Length: 36 weeks (900 hours)

Program Objective: This program will provide a comprehensive knowledge in Culinary Arts and is geared towards those that are interested in being chefs or owners of their own restaurant. All facets of culinary arts and restaurant management are explored and taught in this program, with much of the instruction oriented towards the day-to-day running of a restaurant. Upon successful completion of this program, the student will be ready to secure employment as a chef, cook, or manager in an established restaurant.

Course Description:

CAMP 33

ROASTING & ROTISSERIE

10 clock hours

This course emphasizes the process of roasting and rotisserie. *Students gain knowledge on proper roasting and rotisserie by perfecting Chicken and Pork Rotisserie entrees.*

Course Procedure:

Classes held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

On Cooking:Techniques from Expert Chef, by Sarah R. Labensky, CCP and Alan M. Hause, NJ: Pearson Education, Inc., 2003.



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Course Syllabi for CAMP 34 Sauce Making

Program: Culinary Arts Management Program (CAMP)

Program Length: 36 weeks (900 hours)

Program Objective: This program will provide a comprehensive knowledge in Culinary Arts and is geared towards those that are interested in being chefs or owners of their own restaurant. All facets of culinary arts and restaurant management are explored and taught in this program, with much of the instruction oriented towards the day-to-day running of a restaurant. Upon

successful completion of this program, the student will be ready to secure employment as a chef, cook, or manager in an established restaurant.

Course Description:

CAMP 34 SAUCE MAKING

15 clock hours

This course introduces production methods for sauces. It includes making meat sauces, cheese sauces, vegetable sauces, and fish and shellfish sauces.

Students will gain the techniques for sauce making through Alfredo/Bechamel Sauce, Hollandaise Sauce, Orange Grand Marnier Sauce, etc.

Course Procedure:

Classes held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

On Cooking:Techniques from Expert Chef, by Sarah R. Labensky, CCP and Alan M. Hause, NJ: Pearson Education, Inc., 2003.

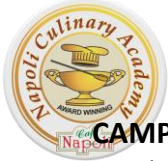
Course Syllabi for CAMP 35 Sautéing & Pan Frying

Program: Culinary Arts Management Program (CAMP)

Program Length: 36 weeks (900 hours)

Program Objective: This program will provide a comprehensive knowledge in Culinary Arts and is geared towards those that are interested in being chefs or owners of their own restaurant. All facets of culinary arts and restaurant management are explored and taught in this program, with much of the instruction oriented towards the day-to-day running of a restaurant. Upon successful completion of this program, the student will be ready to secure employment as a chef, cook, or manager in an established restaurant.

Course Description:



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CAMP 35

SAUTÉING & PAN FRYING

40 clock hours (includes catering events)

This course is designed to provide the student with the special skills necessary to prepare and market restaurant meals for the home – one of the fastest growing aspects of the culinary field.

Students will practice basic and advanced techniques in sautéing and pan frying vegetables, meat, poultry, and fish cookery. Students will gain such knowledge through practicing with entrees such as Kotlet Gusht, Chicken Parmagiana, Pork Chops Chablis, Monk-Fish Capers, etc.

Course Procedure:

Classes held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

On Cooking: Techniques from Expert Chef, by Sarah R. Labensky, CCP and Alan M. Hause, NJ: Pearson Education, Inc., 2003.

Course Syllabi for CAMP 36 Scheduling

Program: Culinary Arts Management Program (CAMP)

Program Length: 36 weeks (900 hours)

Program Objective: This program will provide a comprehensive knowledge in Culinary Arts and is geared towards those that are interested in being chefs or owners of their own restaurant. All facets of culinary arts and restaurant management are explored and taught in this program, with much of the instruction oriented towards the day-to-day running of a restaurant. Upon successful completion of this program, the student will be ready to secure employment as a chef, cook, or manager in an established restaurant.

Course Description:

CAMP 36

SCHEDULING

10 clock hours

This course is designed to help supervisors meet the challenges and demands of the hospitality field. The course will focus on scheduling and the skills necessary to be effective leaders, developing human relations' skills and building on workplace diversity. *Students will be proficient in communicating effectively, creating a positive work climate, management responsibilities of planning, organizing, controlling, decision making, problem solving and delegating will be included.*

Course Procedure:

Classes are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:



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“Napoli Culinary Academy Lecture Book”

Food Service Professional, Controlling Restaurant & Food Service Labor. Atlantic Publishing Group, Copyright 2003.

Course Syllabi for CAMP 37 Shopping Smart & Product Source

Program: Culinary Arts Management Program (CAMP)

Program Length: 36 weeks (900 hours)

Program Objective: This program will provide a comprehensive knowledge in Culinary Arts and is geared towards those that are interested in being chefs or owners of their own restaurant. All facets of culinary arts and restaurant management are explored and taught in this program, with much of the instruction oriented towards the day-to-day running of a restaurant. Upon successful completion of this program, the student will be ready to secure employment as a chef, cook, or manager in an established restaurant.

Course Description:

CAMP 37 SHOPPING SMART & PRODUCT SOURCE

15 clock hours

This course provides a comprehensive view of purchasing activity as well as its relationship to the management of a successful hospitality operation. This course offers practical applications of purchasing principles from the culinary manager's viewpoint. *Students will gain knowledge by focusing on distribution channels, purchasing principles and buying techniques, selection factors, receiving, storing, issuing and inventory control.*

Course Procedure:

Classes are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

“Napoli Culinary Academy Lecture Book”

Course Syllabi for CAMP 38 Utensils, Pots, Pans & Dish Functions

Program: Culinary Arts Management Program (CAMP)

Program Length: 36 weeks (900 hours)

Program Objective: This program will provide a comprehensive knowledge in Culinary Arts and is geared towards those that are interested in being chefs or owners of their own restaurant. All facets of culinary arts and restaurant management are explored and taught in this program, with much of the instruction oriented towards the day-to-day running of a restaurant. Upon



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Successful completion of this program, the student will be ready to secure employment as a chef, cook, or manager in an established restaurant.

Course Description:

CAMP 38 UTENSILS, POTS, PANS & DISH FUNCTIONS

20 clock hours (includes field trip)

This course examines the usage of different utensils, pots, pans and dish functions.

Students will be proficient in sterilization procedures in accordance with sanitation requirements along with proper use of each in the food industry.

Course Procedure:

Classes are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

Cullincini Supplies, Equipment, Food & Beverage, Cullincini and Sons, Sacramento, 2002.

Course Syllabi for CAMP 39 Bar Management

Program: Culinary Arts Management Program (CAMP)

Program Length: 36 weeks (900 hours)

Program Objective: This program will provide a comprehensive knowledge in Culinary Arts and is geared towards those that are interested in being chefs or owners of their own restaurant. All facets of culinary arts and restaurant management are explored and taught in this program, with much of the instruction oriented towards the day-to-day running of a restaurant. Upon successful completion of this program, the student will be ready to secure employment as a chef, cook, or manager in an established restaurant.

Course Description:

CAMP 39 Bar Management

Prerequisite: Proof of age 21 or older

14 clock hours

This course is designed to introduce & train students in the concept, development and implementation of effective day to day operational management strategies in the food & beverage industry. The lessons will cover a wide variety of topics such as calculating gross profit margins, cost controls, theft prevention, perpetual inventory systems, human resources, marketing & promotions, auditing, drink & food pricing, sanitation and product development.

Students will gain knowledge in a complete bar business management and operation, practical and realistic examples of maximizing profits and step by step descriptions of tools and techniques used to control costs.

Course Procedure:

Classes are held Monday-Friday. A course schedule will be provided.



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Course Resource Materials:

Food Service Professionals, Controlling Liquor, Wine & Beverage Costs. Atlantic Publishing Group, Copyright, 2003.

Food Service Professionals, Bar & Beverage Operation. Atlantic Publishing Group, Copyright, 2003.

ADDITIONAL CAMP REQUIREMENTS:

Food Project Presentations

12 Clock Hours

Students prepare food projects with the use of the skills they have learned in their courses and will present the projects to the class

On-Site Internship

126 Clock Hours

Students are required to have hands-on participation in all of the departments of the Academy (Kitchen, Dining Room, Bar, Catering, Events, Public Cooking Classes). This allows the student to gain first-hand knowledge and experience in a working business in real time. This invaluable experience will allow the student to implement the knowledge he/she has gained in the labs and lectures in the real world. This outstanding internship opportunity will also be able to be added to their resume as real experience upon graduation to be used in pursuit of their career in the culinary field.

Final Exam

5 Clock Hours

A final exam will be given at the end of the course

Final Project

15 Clock Hours

Students will be required to create a final written project (details and theme of the project will be determined in class by the instructor)

Course Syllabus for CBHP 1 Assembly Line

Program: CATERING/HOTEL/BANQUET MANAGEMENT PROGRAM (CBHP)

Program Length: 32 Weeks (800 hours)

Program Objective: This program will provide a comprehensive knowledge and basic skills needed to operate a catering business and hotel/banquet management including, the provision of a large variety of assorted food and hors d'oeuvres, contract knowledge to secure a mutual agreement between client and caterer. This program supplies the basic knowledge for you to start your very own catering business or hotel management.



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Course Description:

CBHP 1 ASSEMBLY LINE

25 clock hours

This course emphasizes techniques for a large food orders (banquets). Students will learn to design an assembly line for efficient service. Group discussion and presentation is a must upon completion of the course.

Course Procedure:

Classes are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

Buffets & Receptions, edited by Michael Small, Virtue: London, 1978.

Course Syllabi for CBHP 2 Banquet & Buffet Table Set-Up

Program: CATERING/HOTEL/BANQUET MANAGEMENT PROGRAM (CBHP)

Program Length: 32 Weeks (800 hours)

Program Objective: This program will provide a comprehensive knowledge and basic skills needed to operate a catering business and hotel/banquet management including, the provision of a large variety of assorted food and hors d'oeuvres, contract knowledge to secure a mutual agreement between client and caterer. This program supplies the basic knowledge for you to start your very own catering business or hotel management.

Course Description:

CBHP 2 BANQUET & BUFFET TABLE SET-UP

25 clock hours

This course introduces different styles of banquet and buffet table setting—contemporary and modern. Students will use their creativity and imagination making different samples of banquet and buffet table setting using their own style. Lectures includes group discussions and critique

Course Procedure:

Classes are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

Buffets & Receptions, Michael Small, Ed., London: The Trinity Press, 1980.

Course Syllabi for CBHP 3 Basic Accounting & Budget Management

Program: CATERING/HOTEL/BANQUET MANAGEMENT PROGRAM (CBHP)



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Program Length: 32 Weeks (800 hours)

Program Objective: This program will provide a comprehensive knowledge and basic skills needed to operate a catering business and hotel/banquet management including, the provision of a large variety of assorted food and hors d'oeuvres, contract knowledge to secure a mutual agreement between client and caterer. This program supplies the basic knowledge for you to start your very own catering business or hotel management.

Course Description:

CBHP 3 BASIC ACCOUNTING & BUDGET MANAGEMENT

30 clock hours

This course introduces basic practical application of kitchen mathematics including calculation of food cost, recipe yields, recipe costing, purchasing and other related topics.

Course Procedure:

Classes are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

How to Control Costs, by George L. Wenzel, Sr., copyright 1971.

Course Syllabi for CBHP 4 Bar Management

Program: CATERING/HOTEL/BANQUET MANAGEMENT PROGRAM (CBHP)

Program Length: 32 Weeks (800 hours)

Program Objective: This program will provide a comprehensive knowledge and basic skills needed to operate a catering business and hotel/banquet management including, the provision of a large variety of assorted food and hors d'oeuvres, contract knowledge to secure a mutual agreement between client and caterer. This program supplies the basic knowledge for you to start your very own catering business or hotel management.

Course Description:

CMP 4 BAR MANAGEMENT

14 clock hours

This course is designed to introduce & train students in the concept, development and implementation of effective day to day operational management strategies in the food and beverage industry. The lessons will cover a side of variety of topics such as calculating gross profit margins, cost controls, theft prevention, perpetual inventory systems, human resources, marketing & promotions auditing, drink & food pricing, sanitation and product development

Course Procedure:

Classes are held Monday-Friday. A course schedule will be provided.



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Course Resource Materials:

The Connoisseurs' Handbook of California Wines, by Charles Olken and Earl Singer, NY: Alfred A. Knopf, 1983.

Wines & Spirits, by Alec Waugh, NY: Time-Life Books, 1968.

Course Syllabi for CBHP 5 Booking (Contract)

Program: CATERING/HOTEL/BANQUET MANAGEMENT PROGRAM (CBHP)

Program Length: 32 Weeks (800 hours)

Program Objective: This program will provide a comprehensive knowledge and basic skills needed to operate a catering business and hotel/banquet management including, the provision of a large variety of assorted food and hors d'oeuvres, contract knowledge to secure a mutual agreement between client and caterer. This program supplies the basic knowledge for you to start your very own catering business or hotel management.

Course Description:

CBHP 5 BOOKING (CONTRACT)

25 clock hours

This course provides methods of booking banquets and methods in creating agreement between the client and the caterer. Students will learn to create agreement that clarifies all services that the client will be getting and clarifies the payment terms that the client has to pay to the caterer. This is essential information to prevent further misunderstandings by the client and the caterer.

Course Procedure:

Classes are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

"Napoli Culinary Academy lecture book"

Course Syllabi for CBHP 6 Cost & Portion Control

Program: CATERING/HOTEL/BANQUET MANAGEMENT PROGRAM (CBHP)

Program Length: 32 Weeks (800 hours)

Program Objective: This program will provide a comprehensive knowledge and basic skills needed to operate a catering business and hotel/banquet management including, the provision of a large variety of assorted food and hors d'oeuvres, contract knowledge to secure a mutual agreement between client and caterer. This program supplies the basic knowledge for you to start your very own catering business or hotel management.



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Course Description:

CBHP 6 COST & PORTION CONTROL

34 clock hours

This course is an introduction to the principles of quantity food production.

Course Procedure:

Classes are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

How to Control Costs, by George W. Wenzel, Sr., Copyright 1971.

Course Syllabi for CBHP 7 Kitchen Planning & Leasing

Program: CATERING/HOTEL/BANQUET MANAGEMENT PROGRAM (CBHP)

Program Length: 32 Weeks (800 hours)

Program Objective: This program will provide a comprehensive knowledge and basic skills needed to operate a catering business and hotel/banquet management including, the provision of a large variety of assorted food and hors d'oeuvres, contract knowledge to secure a mutual agreement between client and caterer. This program supplies the basic knowledge for you to start your very own catering business or hotel management.

Course Description:

CBHP 7 KITCHEN PLANNING & LEASING

25 clock hours

This course offers an organized, step-by-step approach to preparing a business plan and leasing. The plan will enable the students to solve problems "on paper" before they become operational or money problems. Every business should have a business plan. Students will create one in this course

Course Procedure:

Classes are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

"Napoli Culinary Academy lecture book"

Various handouts and forms

Course Syllabi for CBHP 8 Licensing & Business Opening Regulations

Program: CATERING/HOTEL/BANQUET MANAGEMENT PROGRAM (CBHP)



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Program Length: 32 Weeks (800 hours)

Program Objective: This program will provide a comprehensive knowledge and basic skills needed to operate a catering business and hotel/banquet management including, the provision of a large variety of assorted food and hors d'oeuvres, contract knowledge to secure a mutual agreement between client and caterer. This program supplies the basic knowledge for you to start your very own catering business or hotel management.

Course Description:

CBHP 8 LICENSING & BUSINESS OPENING REGULATIONS

25 clock hours

This course is an introduction to the legal aspects of culinary operations through an explanation of and applications to legal subjects relevant to culinary operations. Topics include licensing, government regulations, patron civil rights, liability for sales of food and alcoholic beverages, as well as liability for patron safety and property, selection and supervision of employees, property rights and forms of business organizations.

Course Procedure:

Classes are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

Handouts from the County of Sacramento (Environmental Management Dept.), Including but not limited to, Business License App., Fictitious Business Name Filing and Statement, Health Inspection Report.

Handouts from State Board of Equalization

Course Syllabi for CBHP 9 Liquor Service

Program: CATERING/HOTEL/BANQUET MANAGEMENT PROGRAM (CBHP)

Program Length: 32 Weeks (800 hours)

Program Objective: This program will provide a comprehensive knowledge and basic skills needed to operate a catering business and hotel/banquet management including, the provision of a large variety of assorted food and hors d'oeuvres, contract knowledge to secure a mutual agreement between client and caterer. This program supplies the basic knowledge for you to start your very own catering business or hotel management.

Course Description:

CBHP 9 LIQUOR SERVICE

20 clock hours



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This course covers cocktails, ways of serving drinks, the regulation, and the methods of charging the customers when serving outside of the premises.

Course Procedure:

Classes are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

The Connoisseurs' Handbook of California Wines, by Charles Olken and Earl Singer, NY: Alfred A. Knopf, 1983.

Wines & Spirits, by Alec Waugh, NY: Time-Life Books, 1968.

Course Syllabi for CBHP 10 Logistics & Equipment

Program: CATERING/HOTEL/BANQUET MANAGEMENT PROGRAM (CBHP)

Program Length: 32 Weeks (800 hours)

Program Objective: This program will provide a comprehensive knowledge and basic skills needed to operate a catering business and hotel/banquet management including, the provision of a large variety of assorted food and hors d'oeuvres, contract knowledge to secure a mutual agreement between client and caterer. This program supplies the basic knowledge for you to start your very own catering business or hotel management.

Course Description:

CBHP 10 LOGISTICS & EQUIPMENT DELIVERY

20 clock hours

This course introduces ways to mobilize equipment to the place of service to prevent future delays at the time of service.

Course Procedure:

Classes are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

Cullincini Supplies, Equipment, Food & Beverage, Cullincini and Sons, Sacramento, 2002.

Course Syllabi for CBHP 11 Marketing & Free Advertising

Program: CATERING/HOTEL/BANQUET MANAGEMENT PROGRAM (CMP)

Program Length: 32 Weeks (800 hours)



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Program Objective: This program will provide a comprehensive knowledge and basic skills needed to operate a catering business and hotel/banquet management including, the provision of a large variety of assorted food and hors d'oeuvres, contract knowledge to secure a mutual agreement between client and caterer. This program supplies the basic knowledge for you to start your very own catering business or hotel management.

Course Description:

CBHP 11 MARKETING & FREE ADVERTISING

20 clock hours

This course is an introduction to culinary marketing with a profile of management's role in marketing. The course includes information systems and marketing research methods to assist in planning. Hospitality consumers and their behavior are discussed. Other topics include advertising, group sales strategies, and the importance of carefully designed menus and menu pricing.

Course Procedure:

Classes are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

Guest speakers

Marketing Hospitality, by Cathy H.C. Hsu and Tom Powers, NY: John Wiley & Sons, Inc., 2002.

Course Syllabi for CBHP 12 Nutrition, Sanitation & Health Regulations

Program: CATERING/HOTEL/BANQUET MANAGEMENT PROGRAM (CBHP)

Program Length: 32 Weeks (800 hours)

Program Objective: This program will provide a comprehensive knowledge and basic skills needed to operate a catering business and hotel/banquet management including, the provision of a large variety of assorted food and hors d'oeuvres, contract knowledge to secure a mutual agreement between client and caterer. This program supplies the basic knowledge for you to start your very own catering business or hotel management.

Course Description:

CBHP 12 NUTRITION, SANITATION & HEALTH REGULATIONS

21 clock hours

9 clock hours Serve Safe Exam

This course covers the principles of food microbiology, important food borne diseases, standards that are enforced by regulatory agencies, and applied measures for the prevention of food borne diseases and other microbiological problems. All phases of sanitation for professional culinary operations are covered in the context of schools, hospitals and commercial restaurants and cafeterias. Subjects covered include types and causes of food



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borne illnesses, correct procedures for handling food in quantity, and the principles of cleaning and sanitizing. It will also consist of practical training in the kitchen and organized field trips to introduce students to the industry. In full uniform, students will learn knife skills and basic food preparation techniques as well as practical sanitation skills. Field trips will include tours of hotel and restaurant kitchens led by professional chefs

Course Procedure:

Classes are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

Serv Safe Course book, National Restaurant Association Education Foundation, 2002.

Course Syllabi for CBHP 13 Pricing & Menu Arrangements

Program: CATERING/HOTEL/BANQUET MANAGEMENT PROGRAM (CBHP)

Program Length: 32 Weeks (800 hours)

Program Objective: This program will provide a comprehensive knowledge and basic skills needed to operate a catering business and hotel/banquet management including, the provision of a large variety of assorted food and hors d'oeuvres, contract knowledge to secure a mutual agreement between client and caterer. This program supplies the basic knowledge for you to start your very own catering business or hotel management.

Course Description:

CBHP 13 PRICING & MENU ARRANGEMENTS

33 clock hours

This course will provide knowledge in organizing, planning, and control of production for a quantity culinary operation. Includes menu planning and pricing, scheduling of staff and production, portion and temperature control, recipe standardization and scaling and elements of culinary layout and design.

Course Procedure:

Classes are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

Wenzel's Menu Maker, by George L. Wenzel, Sr., copyright 1972.

Course Syllabi for CBHP 14 Product Knowledge & Ordering

Program: CATERING/HOTEL/BANQUET MANAGEMENT PROGRAM (CBHP)

Program Length: 32 Weeks (800 hours)



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Program Objective: This program will provide a comprehensive knowledge and basic skills needed to operate a catering business and hotel/banquet management including, the provision of a large variety of assorted food and hors d'oeuvres, contract knowledge to secure a mutual agreement between client and caterer. This program supplies the basic knowledge for you to start your very own catering business or hotel management.

Course Description:

CBHP 14 PRODUCT KNOWLEDGE & ORDERING

10 clock hours

This course examines the basic aspects of procurement within the foodservice industry. Topics include ordering, menu forecasting, and delivery schedules. The course also introduces receiving, proper storage and handling techniques, and inspections of deliveries and invoices. Students will learn basics of electronic purchasing, inventory controls, FIFO, security, legal and ethical aspects of procurement and resources available in the industry.

Course Procedure:

Classes are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

“Napoli Culinary Academy Lecture Book”

Course Syllabi for CBHP 15 Scheduling

Program: CATERING/HOTEL/BANQUET MANAGEMENT PROGRAM (CBHP)

Program Length: 32 Weeks (800 hours)

Program Objective: This program will provide a comprehensive knowledge and basic skills needed to operate a catering business and hotel/banquet management including, the provision of a large variety of assorted food and hors d'oeuvres, contract knowledge to secure a mutual agreement between client and caterer. This program supplies the basic knowledge for you to start your very own catering business or hotel management.

Course Description:

CBHP 15 SCHEDULING

10 clock hours

This course is designed to help supervisors meet the challenges and demands of the hospitality field. The course will focus on scheduling and the skills necessary to be effective leaders, developing human relations' skills and building on workplace diversity. The course will also cover communicating effectively, and creating a positive work climate. Management responsibilities of planning, organizing, controlling, decision making, problem solving and



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delegating will be included.

Course Procedure:

Classes are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

"Napoli Culinary Academy Lecture Book"

Course Syllabi for CBHP 16 Server Appearance

Program: CATERING/HOTEL/BANQUET MANAGEMENT PROGRAM (CBHP)

Program Length: 32 Weeks (800 hours)

Program Objective: This program will provide a comprehensive knowledge and basic skills needed to operate a catering business and hotel/banquet management including, the provision of a large variety of assorted food and hors d'oeuvres, contract knowledge to secure a mutual agreement between client and caterer. This program supplies the basic knowledge for you to start your very own catering business or hotel management.

Course Description:

CBHP 16 SERVER APPEARANCE

20 clock hours

This course informs students of the importance of proper working appearance and how it affects your work as well as others. Highlights on proper hygiene, different attires accepted in the working environment, and ways to look presentable. Videos will be viewed in class.

Course Procedure:

Classes are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

The Book of Etiquette, Lady Troubridge, The Kingswood Press: London, 1926.

Course Syllabi for CBHP 17 Shopping Smart & Product Source

Program: CATERING/HOTEL/BANQUET MANAGEMENT PROGRAM (CBHP)

Program Length: 32 Weeks (800 hours)

Program Objective: This program will provide a comprehensive knowledge and basic skills needed to operate a catering business and hotel/banquet management including, the provision of a large variety of assorted food and hors d'oeuvres, contract knowledge to secure a mutual



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agreement between client and caterer. This program supplies the basic knowledge for you to start your very own catering business or hotel management.

Course Description:

CBHP 17 SHOPPING SMART & PRODUCT SOURCE

15 clock hours

This course provides a comprehensive view of purchasing activity as well as its relationship to the management of a successful hospitality operation. This course offers practical applications of purchasing principles from the culinary manager's viewpoint. This course focuses on distribution channels, purchasing principles and buying techniques, selection factors, receiving, storing, issuing and inventory control.

Course Procedure:

Classes are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

"Napoli Culinary Academy Lecture Book"

Course Syllabi for CBHP 18 Hotel Room Pricing and Cost Control

Program: CATERING/HOTEL/BANQUET MANAGEMENT PROGRAM (CBHP)

Program Length: 32 Weeks (800 hours)

Program Objective: This program will provide a comprehensive knowledge and basic skills needed to operate a catering business and hotel/banquet management including, the provision of a large variety of assorted food and hors d'oeuvres, contract knowledge to secure a mutual agreement between client and caterer. This program supplies the basic knowledge for you to start your very own catering business or hotel management.

Course Description:

CBHP 18 HOTEL ROOM PRICING AND COST CONTROL

35 clock hours

This course provides a comprehensive view of the hotel industry as it relates to hotel room pricing and controlling of costs associated with it.

Course Procedure:

Classes are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

"Napoli Culinary Academy Lecture Book"



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Course Syllabi for CBHP 19 Managing Front Office Operations

Program: CATERING/HOTEL/BANQUET MANAGEMENT PROGRAM (CBHP)

Program Length: 32 Weeks (800 hours)

Program Objective: This program will provide a comprehensive knowledge and basic skills needed to operate a catering business and hotel/banquet management including, the provision of a large variety of assorted food and hors d'oeuvres, contract knowledge to secure a mutual agreement between client and caterer. This program supplies the basic knowledge for you to start your very own catering business or hotel management.

Course Description:

CBHP 19 MANAGING FRONT OFFICE OPERATIONS

50 clock hours

This course provides a comprehensive view of the hotel/motel industry and the management of the front office.

Course Procedure:

Classes are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

“Napoli Culinary Academy Lecture Book”

ADDITIONAL CBHP REQUIREMENTS:

On-Site Internship

319 Clock Hours

Students are required to have hands-on participation in all of the departments of the Academy (Kitchen, Dining Room, Bar, Catering, Events, Public Cooking Classes). This allows the student to gain first-hand knowledge and experience in a working business in real time. This invaluable experience will allow the student to implement the knowledge he/she has gained in the labs and lectures in the real world. This outstanding internship opportunity will also be able to be added to their resume as real experience upon graduation to be used in pursuit of their career in the culinary field.

Final Exam

5 Clock Hours

A final exam will be given at the end of the course

Final Project

15 Clock Hours

Students will be required to create a final written project (details and theme of the project will be determined in class by the instructor)



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Course Syllabi for LCP 1 Assorted Ground Meats

Program: Line Cook Program (LCP)

Program Length: 17 weeks (420 hours)

Program Objective: This program will provide a comprehensive knowledge as a Line Cook and is geared towards those that are interested in being Line Cooks in commercial kitchens. All facets of the Line Cook are explored and taught in this program. Upon successful completion of this program, the student will be ready to secure employment as a cook in a commercial kitchen.

Course Description:

LCP 1 ASSORTED GROUND MEATS

10 clock hours

This course covers different ground meat meals. Students will obtain knowledge needed for meat cookery, basic methods of cooking meat gourmet flair, spices and herbs and assorted meals.

Student will master the art of preparing such entrees as Kotlete Goosht, Stuffed Bell Peppers, Rice Meatballs, Spaghetti Bolognese, Rigatoni with Meat Balls, Meat Loaf and Danish Meat Patties etc.

Course Procedure:

Classes are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

The Complete Middle East Cookbook, Tess, Mallos, NY: McGraw-Hill Book Company, 1979.

Food of Life, Najmieh Batmanglij, Washington, D.C.: Mage Publishing Inc., 1986.

On Cooking: Techniques from Expert Chefs, Sarah R. Labensky, CCP and Alan M. Hause, NJ: Pearson Education, Inc., 2003.

Course Syllabi for LCP 2 Assorted Soup Making

Program: Line Cook Program (LCP)

Program Length: 17 weeks (420 hours)

Program Objective: This program will provide a comprehensive knowledge as a Line Cook and is geared towards those that are interested in being Line Cooks in commercial kitchens. All facets of the Line Cook are explored and taught in this program. Upon successful completion of this program, the student will be ready to secure employment as a cook in a commercial kitchen.



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Course Description:

LCP 2 ASSORTED SOUP MAKING

20 clock hours

This course introduces production methods for sauces and stock production. It includes basic stocks and soups, reduction and clarification of stocks.

Students will master the art of preparing favorites such as French Onion Soup, Shrimp Bisque, Avocado Soup, New England Clam Chowder, Minestrone Soup and Borscht. In addition students will gain a better understanding through utilizing the Resource Center referring to books, internet or articles to select a soup recipe to prepare and present to the class.

Course Procedure:

Classes are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

On Cooking: Techniques from Expert Chefs, Sarah R. Labensky, CCP and Alan M. Hause, NJ: Pearson Education, Inc., 2003.

Course Syllabi for LCP 4 Bread-Baking & Pastry Skills Development

Program: Line Cook Program (LCP)

Program Length: 17 weeks (420 hours)

Program Objective: This program will provide a comprehensive knowledge as a Line Cook and is geared towards those that are interested in being Line Cooks in commercial kitchens. All facets of the Line Cook are explored and taught in this program. Upon successful completion of this program, the student will be ready to secure employment as a cook in a commercial kitchen.

Course Description:

LCP 4 BREAD-BAKING & PASTRY SKILLS DEVELOPMENT

5 clock hours

This course examines the preparation and production methods for baking. It includes bake shop layout, work flow, and equipment; theory and production of yeast breads, quick breads; cakes and cookies; production of fruit, pudding and custard pies; puff pastry and pate choux items. This class also covers techniques and fundamentals of classical and contemporary plated desserts, cake decorating, sorbets and mousses. Emphasis is placed on production of high quality products and professional presentation.

Students will master the art of exquisite pastry decorating along with learning the techniques of bread making with such local favorites as San Francisco Sour Dough and Butter Croissants

Course Procedure:

Classes are held Monday-Friday. A course schedule will be provided.



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Course Resource Materials:

Dine with Europe's Master Chefs: Pastries, Köln: Leefung Asco Printing Company, Ltd., 1998.
OnCooking: Techniques from Expert Chefs, Sarah R. Labensky, CCP and Alan M. Hause,
NJ: Pearson Education, Inc., 2003.

Course Syllabi for LCP 5 Breading & Skewering

Program: Line Cook Program (LCP)

Program Length: 17 weeks (420 hours)

Program Objective: This program will provide a comprehensive knowledge as a Line Cook and is geared towards those that are interested in being Line Cooks in commercial kitchens. All facets of the Line Cook are explored and taught in this program. Upon successful completion of this program, the student will be ready to secure employment as a cook in a commercial kitchen.

Course Description:

LCP 5 BREADING & SKEWERING

10 clock hours

This course introduces the essentials of breading and skewering. Videos will be shown in class for further knowledge.

Students will obtain skills in preparing Breading techniques to create such entrees as Chicken Parmagiana, Chicken Cordon Bleu, Barg Kabob, Eggplant Parmagiana, Ground Meat Brochette and Kabob Kubideh.

Course Procedure:

Classes are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

Food of Life, by Najmieh Batmanglij, Washington, D.C.: Mage Publishing, Inc., 1986.
The Complete Middle East Cookbook by Tess Mallos, NY: McGraw-Hill Book Company, 1979.
OnCooking: Techniques from Expert Chefs, Sarah R. Labensky, CCP and Alan M. Hause,
NJ: Pearson Education, Inc., 2003.

Course Syllabi for LCP 6 Breakfast Cookery

Program: Line Cook Program (LCP)

Program Length: 17 weeks (420 hours)

Program Objective: This program will provide a comprehensive knowledge as a Line Cook and is geared towards those that are interested in being Line Cooks in commercial kitchens. All facets



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of the Line Cook are explored and taught in this program. Upon successful completion of this program, the student will be ready to secure employment as a cook in a commercial kitchen.

Course Description:

LCP 6 BREAKFAST COOKERY

5 clock hours

This course examines fundamental aspects of breakfast cookery.

Students will learn breakfast techniques through preparing Eggs Benedict, Shirred Eggs and Ham as well as mastering the art of pancake flipping, making waffles and different types of muffins.

Course Procedure:

Classes are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

OnCooking: Techniques from Expert Chefs, Sarah R. Labensky, CCP and Alan M. Hause, NJ: Pearson Education, Inc., 2003.

Course Syllabi for LCP 7 Broiler Operation

Program: Line Cook Program (LCP)

Program Length: 17 weeks (420 hours)

Program Objective: This program will provide a comprehensive knowledge as a Line Cook and is geared towards those that are interested in being Line Cooks in commercial kitchens. All facets of the Line Cook are explored and taught in this program. Upon successful completion of this program, the student will be ready to secure employment as a cook in a commercial kitchen.

Course Description:

LCP 7 BROILER OPERATION

20 clock hours (includes required catering events)

This course emphasizes key elements and functions of a broiler. Students will experience how to prepare steak kabob on open fire and chicken kabob. Course also includes food preparation, meat cookery, and proper process to cook variety of meats on a broiler.

Student will gain knowledge in preparing entrée's such as Sword Fish Kebabs, Pork Chimichurri, Kabobs Rosemary Grilled Chicken, Salisbury Steak, Grilled Lamb Chops with Herb Butter and through catering events will master the technique of buffet table arrangement and hospitality skills.

Course Procedure:

Classes are held Monday-Friday. A course schedule will be provided. Catering events are held on-site and off-site locations, TBA.



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Course Resource Materials:

On Cooking: Techniques from Expert Chefs, Sarah R. Labensky, CCP and Alan M. Hause, NJ: Pearson Education, Inc., 2003.

Course Syllabi for LCP 10 Cleaning & Cutting Chicken & Other Poultry

Program: Line Cook Program (LCP)

Program Length: 17 weeks (420 hours)

Program Objective: This program will provide a comprehensive knowledge as a Line Cook and is geared towards those that are interested in being Line Cooks in commercial kitchens. All facets of the Line Cook are explored and taught in this program. Upon successful completion of this program, the student will be ready to secure employment as a cook in a commercial kitchen.

Course Description:

LCP 10 CLEANING & CUTTING CHICKEN & OTHER POULTRY

10 clock hours

This course provides the basics of proper cleaning and cutting of chicken, turkey, duck and other poultry. Topics include different knife usage, sanitation process, and preparation methods.

Students will master the above techniques through the preparation of the following entrees: Chicken Stuffed Apples, Cornish Game Hen stuffed w/Orange Sauce, Turkey Kabob, Chicken Brochettes, Southern Fried Chicken, Baked Stuffed Duck w/ Apples.

Course Procedure:

Classes are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

On Cooking: Techniques from Expert Chefs, Sarah R. Labensky, CCP and Alan M. Hause, NJ: Pearson Education, Inc., 2003.

Course Syllabi for LCP 11 Cleaning & Cutting Fish & Seafood

Program: Line Cook Program (LCP)

Program Length: 17 weeks (420 hours)

Program Objective: This program will provide a comprehensive knowledge as a Line Cook and is geared towards those that are interested in being Line Cooks in commercial kitchens. All facets of the Line Cook are explored and taught in this program. Upon successful completion of this program, the student will be ready to secure employment as a cook in a commercial kitchen.



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Course Description:

LCP 11 CLEANING & CUTTING FISH & SEAFOOD

5 clock hours

This course provides the basics of proper cleaning and cutting of tuna, prawns, mussels, scampi, clams, oyster, salmon, and fillet sole. Topics include different knife usage, sanitation process, and preparation methods. Also included are menu entrees.

Students will master the technique of cleaning and cutting through preparing the famous dish Cioppino and proper preparation of Mahi Mahi, Filet of Sole & Prawns.

Course Procedure:

Classes are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

Fish & Seafood Cookbook, by Judith Ferguson, Canada: Brimar Publishing Inc., 1992.

On Cooking: Techniques from Expert Chefs, Sarah R. Labensky, CCP and Alan M. Hause, NJ: Pearson Education, Inc., 2003.

Course Syllabi for LCP 16 Equipment Safety, Operations & Cleaning

Program: Line Cook Program (LCP)

Program Length: 17 weeks (420 hours)

Program Objective: This program will provide a comprehensive knowledge as a Line Cook and is geared towards those that are interested in being Line Cooks in commercial kitchens. All facets of the Line Cook are explored and taught in this program. Upon successful completion of this program, the student will be ready to secure employment as a cook in a commercial kitchen.

Course Description:

LCP 16 EQUIPMENT SAFETY, OPERATIONS & CLEANING

5 clock hours

This course covers knife skills, equipment recognition, operation and cleaning, use of hand tools and measuring devices; cleaning and cutting raw materials.

Students will gain safety procedures through lectures, handouts and practicing in order to complete the ServSafe examination and/or work accordingly in a restaurant environment to prevent mishandlings.

Field trip will enhance the students' insight in this area.

Course Procedure:

Classes are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

"Napoli Culinary Academy Lecture Book"

ServSafe Coursebook, National Restaurant Association Education Foundation, copyright 2002.



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Course Syllabi for LCP 17 Garnishing Assorted Plates

Program: Line Cook Program (LCP)

Program Length: 17 weeks (420 hours)

Program Objective: This program will provide a comprehensive knowledge as a Line Cook and is geared towards those that are interested in being Line Cooks in commercial kitchens. All facets of the Line Cook are explored and taught in this program. Upon successful completion of this program, the student will be ready to secure employment as a cook in a commercial kitchen.

Course Description:

LCP 17 GARNISHING ASSORTED PLATES

5 clock hours

This course focuses on traditional and contemporary plate and platter presentations as well as buffet presentations. Details on how to garnish based on the meal, vegetables, and on request will be discussed in class.

Students will learn how to meet the exacting standards of the restaurant industry both nationally and internationally through observations and practicing demonstrations.

Course Procedure:

Classes are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

Buffets and Receptions, by Michael Small, Ed., London: The Trinity Press, 1980.

Brunch Entertaining, by Chuck Williams, Ed., SF: Time-Life Books, 1999.

On Cooking: Techniques from Expert Chefs, Sarah R. Labensky, CCP and Alan M. Hause, NJ: Pearson Education, Inc., 2003.

Course Syllabi for LCP 18 Italian Cuisine -- Pizza

Program: Line Cook Program (LCP)

Program Length: 17 weeks (420 hours)

Program Objective: This program will provide a comprehensive knowledge as a Line Cook and is geared towards those that are interested in being Line Cooks in commercial kitchens. All facets of the Line Cook are explored and taught in this program. Upon successful completion of this program, the student will be ready to secure employment as a cook in a commercial kitchen.

Course Description:

LCP 18 ITALIAN CUISINE—PIZZA



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30 clock hours

This course introduces dough making, stretching, cutting, preparation, baking, aging, and storage. It also emphasizes the importance of oven start-up and temperature control. ***Students will learn to master the art of pizza making through different tools needed, prepare pizza toppings, and decorate pizza.***

Course Procedure:

Classes are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

The Cooking of Italy, by Waverley Root, NY: Time-Life Books.

The Art of Italian Cooking, NY: Exeter Books, 1987.

On Cooking: Techniques from Expert Chefs, Sarah R. Labensky, CCP and Alan M. Hause, NJ: Pearson Education, Inc., 2003.

Course Syllabi for LCP 21 Marinating Different Meats & Vegetables

Program: Line Cook Program (LCP)

Program Length: 17 weeks (420 hours)

Program Objective: This program will provide a comprehensive knowledge as a Line Cook and is geared towards those that are interested in being Line Cooks in commercial kitchens. All facets of the Line Cook are explored and taught in this program. Upon successful completion of this program, the student will be ready to secure employment as a cook in a commercial kitchen.

Course Description:

LCP 21 MARINATING DIFFERENT MEATS & VEGETABLES

20 clock hours

This course studies the essentials of marinating different meats, vegetables, spices, herbs, and other key ingredients. The course also focuses on various cooking methods, food textures, flavor combinations, and plate presentations.

Students will attain a wide variety of skills to prepare appropriate dishes through the marinating demonstration and practice sessions.

Course Procedure:

Classes are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

Food of Life, by Najmieh Batmanglij, Washington, D.C.: Mage Publishing, Inc., 1986.

On Cooking: Techniques from Expert Chef, by Sarah R. Labensky, CCP and Alan M. Hause, NJ: Pearson Education, Inc., 2003.



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Course Syllabi for LCP 23 Middle Eastern Cuisine

Program: Line Cook Program (LCP)

Program Length: 17 weeks (420 hours)

Program Objective: This program will provide a comprehensive knowledge as a Line Cook and is geared towards those that are interested in being Line Cooks in commercial kitchens. All facets of the Line Cook are explored and taught in this program. Upon successful completion of this program, the student will be ready to secure employment as a cook in a commercial kitchen.

Course Description:

LCP 23 MIDDLE EASTERN CUISINE

10 clock hours

This course introduces the production of Middle Eastern cuisine dishes through a focus on various cooking methods, food textures, flavor combinations, and plate presentations. Cooking a Middle Eastern dish is a must as part of the course.

Students will master the art of cooking a perfect Middle Eastern dish using various methods to prepare such items as: Khoresh-eBademjan Eggplant, Stuffed Peepers, Rice Meatballs, Dill Rice with Fava Beans and Tah Chin E Burch.

Course Procedure:

Classes are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

Food of Life, by Najmieh Batmanglij, Washington, D.C.: Mage Publishing, Inc., 1986.

The Complete Middle East Cookbook, by Tess Mallos, NY: McGraw-Hill Book Company, 1979.

On Cooking: Techniques from Expert Chefs, Sarah R. Labensky, CCP and Alan M. Hause, NJ: Pearson Education, Inc., 2003.

Course Syllabi for LCP 24 Nutrition, Sanitation & Health Regulations

Program: Line Cook Program (LCP)

Program Length: 17 weeks (420 hours)

Program Objective: This program will provide a comprehensive knowledge as a Line Cook and is geared towards those that are interested in being Line Cooks in commercial kitchens. All facets of the Line Cook are explored and taught in this program. Upon successful completion of this program, the student will be ready to secure employment as a cook in a commercial kitchen.

Course Description:

LCP 24 NUTRITION, SANITATION & HEALTH REGULATIONS

21 clock hours Class

9 clock hours Serve Safe Exam



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This course covers the principles of food microbiology, important food borne diseases, standards that are enforced by regulatory agencies, and applied measures for the prevention of food borne diseases and other microbiological problems. All phases of sanitation for professional culinary operations are covered in the context of schools, hospitals, commercial restaurants and cafeterias. Subjects covered include types and causes of food borne illnesses, correct procedures for handling food in quantity and the principles of cleaning and sanitizing. It will also consist of practical training in the kitchen and organized field trips to introduce students to the industry.

Students will gain the necessary knowledge to prevent such diseases and illnesses as mentioned above while working in the food industry along with obtaining their ServSafe certification. Fieldtrips will also enhance their insight in this area.

Course Procedure:

Classes are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

ServSafe Book 3rd Edition

On Cooking: Techniques from Expert Chef, by Sarah R. Labensky, CCP and Alan M. Hause, NJ: Pearson Education, Inc., 2003.

Course Syllabi for LCP 27 Pasta Cooking

Program: Line Cook Program (LCP)

Program Length: 17 weeks (420 hours)

Program Objective: This program will provide a comprehensive knowledge as a Line Cook and is geared towards those that are interested in being Line Cooks in commercial kitchens. All facets of the Line Cook are explored and taught in this program. Upon successful completion of this program, the student will be ready to secure employment as a cook in a commercial kitchen.

Course Description:

LCP 27 PASTA COOKING

10 clock hours

This course provides the students with the practical skills and knowledge for pasta cooking. Students will develop a menu and produce menu items for presentations and competitions in class. Students will design, produce and serve a weekly menu around a specific theme.

Students will learn the art of pasta cooking by preparing entrees such as Vermicelli with Shrimp, Fettuccine Florentina, Ziti Carbonara, Beef/Spinach Lasagna and Penne with Sweet Peppers, etc.

Course Procedure:

Classes are held Monday-Friday. A course schedule will be provided.



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Course Resource Materials:

The Art of Italian Cooking, NY: Exeter Books, 1987.

On Cooking: Techniques from Expert Chefs, Sarah R. Labensky, CCP and Alan M. Hause, NJ: Pearson Education, Inc., 2003.

Course Syllabi for LCP 28 Popular International Dishes

Program: Line Cook Program (LCP)

Program Length: 17 weeks (420 hours)

Program Objective: This program will provide a comprehensive knowledge as a Line Cook and is geared towards those that are interested in being Line Cooks in commercial kitchens. All facets of the Line Cook are explored and taught in this program. Upon successful completion of this program, the student will be ready to secure employment as a cook in a commercial kitchen.

Course Description:

LCP 28 POPULAR INTERNATIONAL DISHES

10 clock hours

This course exposes students to the preparation of international dishes made in the traditional manner. Mexican, Western and Eastern European, and Middle Eastern cuisine will be covered. Emphasis is placed on classroom production, cooking techniques, and presentation.

Students will master the international cooking procedures by creating such entrees as Russian Beef Stroganoff, Bouillabaisse, Coq au V in and Hungarian Goulash.

Course Procedure:

Classes are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

On Cooking: Techniques from Expert Chefs, Sarah R. Labensky, CCP and Alan M. Hause, NJ: Pearson Education, Inc., 2003.

Course Syllabi for LCP 32 Red Meat Cutting & Identification

Program: Line Cook Program (LCP)

Program Length: 17 weeks (420 hours)

Program Objective: This program will provide a comprehensive knowledge as a Line Cook and is geared towards those that are interested in being Line Cooks in commercial kitchens. All facets of the Line Cook are explored and taught in this program. Upon successful completion of this program, the student will be ready to secure employment as a cook in a commercial kitchen.

Course Description:



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LCP 32

RED MEAT CUTTING & IDENTIFICATION

10 clock hours

This course examines the advanced aspects of red meat cutting. Course includes presentation on carving a standing rib roast, a sirloin, a fillet of beef, a porterhouse steak, and a flank steak. *Students will gain this knowledge through the practice of creating such entrees as London Broil, Shish Kabob with Saffron Rice, Pepper Steak and Marinated Lamb Chops.*

Course Procedure:

Classes are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

On Cooking:Techniques from Expert Chef, by Sarah R. Labensky, CCP and Alan M. Hause, NJ: Pearson Education, Inc., 2003.

Course Syllabi for LCP 33 Roasting & Rotisserie

Program: Line Cook Program (LCP)

Program Length: 17 weeks (420 hours)

Program Objective: This program will provide a comprehensive knowledge as a Line Cook and is geared towards those that are interested in being Line Cooks in commercial kitchens. All facets of the Line Cook are explored and taught in this program. Upon successful completion of this program, the student will be ready to secure employment as a cook in a commercial kitchen.

Course Description:

LCP 33 ROASTING & ROTISSERIE

10 clock hours

This course emphasizes the process of roasting and rotisserie.

Students gain knowledge on proper roasting and rotisserie by perfecting Chicken and Pork Rotisserie entrees.

Course Procedure:

Classes are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

On Cooking:Techniques from Expert Chef, by Sarah R. Labensky, CCP and Alan M. Hause, NJ: Pearson Education, Inc., 2003.

Course Syllabi for LCP 34 Sauce Making

Program: Line Cook Program (LCP)



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Program Length: 17 weeks (420 hours)

Program Objective: This program will provide a comprehensive knowledge as a Line Cook and is geared towards those that are interested in being Line Cooks in commercial kitchens. All facets of the Line Cook are explored and taught in this program. Upon successful completion of this program, the student will be ready to secure employment as a cook in a commercial kitchen.

Course Description:

LCP 34 SAUCE MAKING

15 clock hours

This course introduces production methods for sauces. It includes making meat sauces, cheese sauces, vegetable sauces, and fish and shellfish sauces.

Students will gain the techniques for sauce making through Alfredo/Bechamel Sauce, Hollandaise Sauce, Orange Grand Marnier Sauce, etc.

Course Procedure:

Classes are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

On Cooking: Techniques from Expert Chef, by Sarah R. Labensky, CCP and Alan M. Hause, NJ: Pearson Education, Inc., 2003.

Course Syllabi for LCP 35 Sautéing & Pan Frying

Program: Line Cook Program (LCP)

Program Length: 17 weeks (420 hours)

Program Objective: This program will provide a comprehensive knowledge as a Line Cook and is geared towards those that are interested in being Line Cooks in commercial kitchens. All facets of the Line Cook are explored and taught in this program. Upon successful completion of this program, the student will be ready to secure employment as a cook in a commercial kitchen.

Course Description:

LCP 35 SAUTÉING & PAN FRYING

20 clock hours

This course is designed to provide the student with the special skills necessary to prepare and market restaurant meals for the home – one of the fastest growing aspects of the culinary field.

Students will practice basic and advanced techniques in sautéing and pan frying vegetables, meat, poultry, and fish cookery. Students will gain such knowledge through practicing with entrees such as Kotlet Gusht, Chicken Parmagiana, Pork Chops Chablis, Monk-Fish Capers, etc.



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Course Procedure:

Classes are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

On Cooking: Techniques from Expert Chef, by Sarah R. Labensky, CCP and Alan M. Hause, NJ: Pearson Education, Inc., 2003.

Course Syllabi for LCP 38 Utensils, Pots, Pans & Dish Functions

Program: Line Cook Program (LCP)

Program Length: 17 weeks (420 hours)

Program Objective: This program will provide a comprehensive knowledge as a Line Cook and is geared towards those that are interested in being Line Cooks in commercial kitchens. All facets of the Line Cook are explored and taught in this program. Upon successful completion of this program, the student will be ready to secure employment as a cook in a commercial kitchen.

Course Description:

LCP 38 UTENSILS, POTS, PANS & DISH FUNCTIONS

5 clock hours

This course examines the usage of different utensils, pots, pans and dish functions.

Students will be proficient in sterilization procedures in accordance with sanitation requirements along with proper use of each in the food industry.

Course Procedure:

Classes are held Monday-Friday. A course schedule will be provided.

Course Resource Materials:

Cullincini Supplies, Equipment, Food & Beverage, Cullincini and Sons, Sacramento, 2002.

ADDITIONAL LCP REQUIREMENTS:

On-Site Internship

140 Clock Hours

Students are required to have hands-on participation in all of the departments of the Academy (Kitchen, Dining Room, Bar, Catering, Events, Public Cooking Classes). This allows the student to gain first-hand knowledge and experience in a working business in real time. This invaluable experience will allow the student to implement the knowledge he/she has gained in the labs and lectures in the real world. This outstanding internship opportunity will also be able to be added to their resume as real experience upon graduation to be used in pursuit of their career in the culinary field.

Final Exam

5 Clock Hours

A final exam will be given at the end of the course



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Final Project

10 Clock Hours

Students will be required to create a final written project (details and theme of the project will be determined in class by the instructor)





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