

**NATIONAL CULINARY & BAKING
SCHOOL
8400 CENTER DRIVE, LA MESA,
CALIFORNIA 91942**

(619) 463-2800

CONTACT@NATIONALSCHOOLS.COM

SCHOOL CATALOG

October 1, 2017 to October 1, 2019

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Statement of Missions and Purposes

It is our mission to provide our students the highest level of education and experiential learning opportunities in the culinary arts with a strong emphasis on the pragmatic and essential skills and techniques necessary to ensure success as a qualified, competent, and confident sous chef. To fulfill such purposes, we consistently strive to provide a pedagogical environment that is profoundly oriented toward tactile learning and scaffold instruction appropriately to ensure the curricula of our programs are accessible to all students in an atmosphere that respects learner diversity.

Introduction

National Culinary & Baking School was founded in 1976. Since then, our greatest source of pride has always been our students' success in the hospitality industry. We have a well-established reputation for excellence in training amongst the finest hotels, restaurants, country clubs and resorts in San Diego County. Our school offers extraordinarily small classes of no more than 15 students per class which sets us apart from other culinary schools and provides significantly more hands-on training and interaction with our instructors. Students are encouraged to be creative, ask questions and make comments about each lesson. In addition to teaching, our highly qualified instructors have many years of experience as leading chefs in the hospitality industry.

Today, more than ever, the culinary field has become one of the largest and fastest growing industries. Here at National Culinary & Baking Schools, we offer ambitious students an intense curriculum that establishes a solid foundation in the techniques of basic food preparation all the way to the sous chef level of culinary arts at an accelerated pace and for a fraction of the cost compared with programs at other schools enabling students to enter the workforce much sooner. For nearly 50 years, our proven program has provided students with the necessary skills to make them more competent, confident, and marketable to employers within the hospitality industry.

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 such agreement.

National Culinary & Baking School is conveniently located next to Grossmont Shopping Mall in La Mesa. The San Diego Trolley and bus access are within a short walking distance of the school, and there is plenty of parking for those who drive.

National Culinary & Baking School does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, 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 States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

National Culinary & Baking School is a private institution approved to operate by the California Bureau for Private Postsecondary Education (BPPE). Any question a student may have regarding the school brochure/catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at the following.

Address: 2535 Capitol Oak Drive, Suite 400
Sacramento, CA 95833
Web address: www.bppe.ca.gov
Telephone: 916-431-6959 or by (888) 370-7589
Fax: 916-263-1897

Academic & Administrative Staff

Stephan Smith B.A., M. Ed.
Director

Michael Rolon
Executive Culinary Instructor

Arezoo Karimi
Culinary Arts Instructor

Equalia S. Vines
Operations Manager

Rhea Smith
Student Liaison

Admissions Office

National Culinary & Baking School's Admissions Office is located at:
8400 Center Drive
La Mesa, CA 91942
Telephone: (619) 249-5180
Website: www.nationalschools.com

Disclosure Statement

The National Culinary & Baking School, located at 8400 Center Dr., La Mesa, CA, is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approved to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. Institutional licensing must be applied for every three years and is subject to continuing review. National Culinary & Baking Schools is licensed to provide training in the following courses:

- Diploma in Culinary Arts
- Diploma in Baking and Advanced Pastry Arts
- Diploma in Advanced Confectionary & Sugar Arts

Admissions Procedures

1. Complete a tour of the school and meet the current students, participate in (or at least observe) a free, one-day class, and have a personal interview with the instructor in the program of your choice to determine the degree of interest.
2. 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.
3. Prospective students must fill out an application and submit this with a \$150 non-refundable application fee prior to applying to any program or for a student loan through National Culinary & Baking School.

4. Make financial arrangements prior to the beginning of classes covering tuition, application fee, school uniform, textbook, and knife kit (applicable only for students in the Culinary Arts Program).
5. Complete and sign the enrollment agreement and submit along with a non-refundable application fee of \$150.00 to reserve a place in the program.

Admissions Requirements

1. The prospective student is required to present a high school diploma or GED prior to enrollment in the school.
2. The prospective student must have the ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED or passage of the California high school proficiency exam. Students for whom English is not their first language may be asked to submit to language testing to determine Basic Interpersonal Communication Skills (BICS). This is to determine one's suitability to access the curriculum in one's chosen program. National Culinary & Baking School does not provide English Language Services.
3. Applications from prospective students under 18 years of age will be considered on an individual basis and require the signed consent of a legal parent or guardian.
4. National Culinary & Baking School does not provide F-1 visa procurement services to international students. International students are required to pay tuition in full before graduation.
5. National Culinary & Baking School does not grant credit for "prior experiential learning."

VA students are required to notify National Culinary & Baking School of Post-secondary training. National Culinary & Baking School is required to evaluate transcripts and grant credit as appropriate.

Physical Facilities and Location of all Instructional Classes

The physical facility of the National Culinary & Baking School is a free-standing building of approximately 5,100 square feet located at the corner of Jackson Drive and Center Drive, La Mesa, California, with its own large private parking lot. The address is 8400 Center Drive, La Mesa, CA 91942

Program Hours and Times

Culinary Arts – 400 Hours
Baking and Advanced Pastry Arts – 600 Hours
Advanced Confectionary and Sugar Arts – 200 Hours

The Culinary Arts Diploma is offered from:
12:00 p.m. to 4:00 p.m. – 4 hours per day, 5 days per week.

The Baking and Advanced Pastry Arts Diploma is offered from:
7 a.m. to 12 p.m. – 5 hours per day, 5 days per week.

The Advanced Confectionary and Sugar Arts Diploma is offered from:
12: p.m. to 4 p.m. – 4 hours per day, Monday through Wednesday

Student Services

Our Operations Manager Ms. Shena Vines, works directly with students to assist with tuition payments, information on job placement, before and following graduation along with processing all documents required by the school. Ms. Vines is available Monday through Friday to answer any questions students may have pertaining to school related matters.

Library

The students may use the Chef's office and lobby area to access computers, the Internet, consult books, textbooks, and DVDs as additional resources in their education. Students have access to these materials Monday through Friday from 7:00 AM – 4 PM.

Food Handlers Card

All students are required by California law to obtain a food handlers card. After passing the sanitation examination, students receive their Food Handlers Card which is necessary to work in any facility where food is prepared for public consumption. This will be discussed with you more fully by the Operations Manager, Ms. Vines, shortly before the commencement of your program.

Financial Aid

In-house financing at the prerogative of National Culinary & Baking School requires proof of identity in the form of a valid driver's license (or state issued I.D. card), from any state in the United States. Those who are financing their education through National Culinary & Baking School must also furnish a social security card. Also, proof of income (2 current pay slips) and/or a co-signor may be required. There is no interest applied to the amount of the loan amount you receive. Students will receive convenient financing for as little as 20% of the total cost of tuition at the time of enrollment plus the cost of uniforms, knife kit (Culinary Arts Program only) textbooks, and the administrative fee. Please refer to the following section on tuition for further information. If approved, monthly payments of \$200.00 are due beginning one month following graduation and continuing until the loan is paid in full. Forms and details are available at reception. As this is an interest-free loan, there is no penalty for early repayment National Culinary & Baking School is not a Federal title IV school.

Housing

National Culinary & Baking School does not own any housing facilities, and we are not responsible for finding or assisting students in housing accommodations. However, students interested in obtaining housing in the greater San Diego area can consult the San Diego Housing Commission. Their telephone number is (619) 231-9400. Alternatively, you may visit their website at <http://www.sdhc.org/> According to Rentcafe.com, the average price of a one-bedroom apartment in La Mesa, California close to where students receive instruction is \$1,518.00 for the year 2017. (Source: rentcafe...<https://www.rentcafe.com/average-rent-market-trends/us/ca/la-mesa/>)

Terms of Enrollment

The agreement governs the named student for the specific course mentioned. Tuition is separate from the registration fee which is non-refundable upon execution of the agreement.

Class start date may be changed by either party upon notice, with reasonable cause. Once start date is determined or has commenced, the parties will be bound by the agreement. Student shall have three business days in which this agreement may be cancelled providing the school is notified in writing.

Tuition and fees are subject to change. Tuition changes will not affect currently enrolled students or those on approved Leave of Absence. If a student withdraws and then re-applies, then any tuition adjustments that have taken place will apply at the start of the new enrollment period. We will amend the catalog for any changes as required.

NSF Checks or Stop Payments

There will be a charge of \$35.00 for non-sufficient checks or stop payments. Collection of accounts that fall past due for more than two months are subject to collections under normal business practice and failing that by an

independent collection agency at an additional fee of 40% or cost of collection.

Refund Policy

One's desire to withdraw from an academic program must be in writing and can be sent by mail or E-mail.

Our contact information is as follows:
Email: contact@nationalschools.com
Mail: 8400 Center Drive La Mesa CA, 91942

The withdrawal of a student may also be effectuated resulting from a student's conduct, including, but not necessarily limited to, a student's lack of attendance or violation of federal or state law. Please see the section entitled *Expected Code of Conduct & Disciplinary Probation* below.

The following refund schedule applies to students who have paid to enroll in an academic program and who have had a place reserved for them in class. The amount of refund a student shall receive is calculated as a percentage of the total amount paid and is predicated upon the number of days passed since the commencement of his or her program. This policy applies regardless or not if a student has attended classes:

All students have the legal right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Subsequently, the following refund policy applies:

8-15 days, 75% of tuition refunded*
15-25 days, 60% of tuition refunded*
26-40 days, 40% of tuition refunded*
40 days to 60% of class time elapsed, 20% of tuition refunded*
By state law, tuition is not refundable after 60% of class time has elapsed.

Please note that school uniforms, textbooks, knife kits, and the administration fee, once supplied to students, is considered personal property and is thus nonrefundable.

Student Tuition Recovery Fund

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

In addition, it is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

Expected Code of Conduct & Disciplinary Probation

As an institution of higher learning (tertiary level instruction) National Culinary & Baking School is committed to fostering a safe and respectful atmosphere that is conducive to learning. Students are therefore expected to afford instructors, staff, and fellow students the dignity and respect they deserve. For this reason, students are expected to speak and conduct themselves in a professional, respectful, and courteous manner toward fellow students, instructors, and staff members at all times.

Anyone whose conduct or language deviates from what may be deemed reasonably acceptable within polite society are subject to a disciplinary probation period of 30 days at the sole discretion of the director. Examples of such behavior includes, however, is not limited to: the use of alcohol before or during class, engaging in dishonesty, repeatedly disrupting class, defacing school property, using profanity, engaging in excessive tardiness, acting with insubordination against faculty or staff, knowingly violating safety rules, or not abiding by specific class rules set by instructors. If during this time, the student under review for his or her conduct or language fails to cease and desist from such language or behaviors for which a student has been placed on probation, said student will be subject to suspension or expulsion from school at the sole discretion of the director.

Depending on the severity of the offense, the director reserves the right to expel a student from National Culinary & Baking School without having placed such student on probation or suspension. The following conduct will result in a student being **immediately dismissed** by the Director and legal action brought against the student where permissible:

- Engaging in violent behavior or making hostile threats to anyone
- The possession of illegal drugs/substances or firearms at school
- Stealing institutional property or supplies to include property belonging to fellow students or school staff members
- Grossly offensive language and or statements made against one's race, gender, sexual orientation etc.

Attendance

Students must complete all lessons before graduating. Students are required to notify the school office if they are not coming to class. One absence is defined as not being present for one scheduled class. Students who have three unexcused absences will be placed on probation. Further absences can lead to termination at the discretion of the school. Student must maintain 80% attendance to graduate.

Interruptions and leaves must be requested in writing to the Director, and may be granted for valid reasons. Students may make up classes at no additional charge as long as it was an excused absence and should meet with their chef instructor to arrange scheduling. Students or graduates are only allowed to appear in class if their name is on the roster or advance permission has been granted by the Director.

Tardiness Policy

Students who are tardy more than 15 minutes will not be admitted into class unless they have received prior approval from the school.

Leave of Absence Policy

A leave of absence (LOA) will be considered by the operations manager, Ms. Shena Vines, for good and reasonable cause and may not exceed six months. All time absent from one's program, however, must be made up before a student will be allowed to graduate. A request for a LOA must be made in writing and addressed to the Operations Manager. Where it applies to Veterans Administration (VA) students, the housing allowance from the Veterans Administration (if applicable) must be terminated until the student resumes classes.

Academic Probation

A student will be placed on probation for unsatisfactory attendance or academic progress only once. The length of probation will be for 30 days and at the end of the probationary period the student will be re-evaluated. During the probation period, the student must maintain an 80% attendance rate or above and make satisfactory progress toward graduation as determined by his or her instructor. For Veterans receiving G.I. benefits, the Veterans Administration must be notified of unsatisfactory progress within one's program.

Grading / Graduation Requirement

Students are subject to both formative and summative assessments on the basis of practical skills, homework, and other assignments by the chef instructors. Weekly tests will be given, and a modular progress report will be presented to each student.

The Grading Scale is as Follows:

- A: 90-100 Excellent: Student exhibits comprehensive knowledge
- B: 80-89 Very Good: Students demonstrates a high degree of competence
- C: 70-79 Good: Satisfactorily progress with occasional gaps in knowledge
- D: 60-69 Poor: Student requires scaffolded instruction and tutorials
- F: Below 60 Failing: Student has failed to understand material

Policy Concerning the Retention of Student Records

It is our policy to permanently retain all student academic and financial records in a secure location. This applies to all records and correspondence between students and school officials in the form of both printed matter and electronic submissions. We also keep records of monthly payments from both VA and non-VA students, any documents given to the student from the school, and a copy of the Diploma of each graduate. We do not, however, retain student or third-party credit card information on file.

Job Placement Services

National Culinary & Baking School will assist with job placement prior to and after graduation. We inform students of all job openings received by employers to make sure they find a job that satisfies their interests. We schedule interviews either at school or at a prospective employer's location. However, such actions do not guarantee that an offer of employment will be made. With this said, the small size of our school, its reputation for academic excellence, and length of time our school has been in business (almost 50 years) means that very few of our graduates find difficulty in securing suitable job offers.

Transferability of Credits and Credentials Earned at National Culinary & Baking School

Credentials earned upon the completion of programs of study at our institution are at tertiary level. The transferability of such credentials either as academic credit or in satisfaction of experiential learning requirements, is at the sole discretion of the institution to which one intends to make application.

Policies and Procedures Pertaining to Grievances

All grievances or complaints are to be made directly to the operations manager who is responsible to investigate and attempt to resolve the grievance and communicate a decision to the student within ten (10) working days. Grievances must be made in writing, signed and, where possible, supported by pertinent documentation. All decision of the operations manager may be appealed to the director, Professor Stephan Smith.

National Culinary & Baking Schools will receive information submitted by a student concerning a grievance in strict confidence. All involved members will discuss a grievance only with individuals directly involved and those involved with processing the grievance.

The Director of National Culinary & Baking School, Stephan Smith, is the Grievance Officer charged with ensuring that policies and procedures are enforced when investigating complaints. Upon request, the Grievance Officer will provide information about how National Culinary & Baking School complies with federal and state laws. Decisions on grievances will be neither precedent-setting nor binding upon future grievances, unless they are officially adopted as policy. Students or a member of the public may also direct grievances to the State of California, Bureau for Private Postsecondary Education at:

Bureau for Private Postsecondary Education
 2535 Capitol Oak Drive, Suite 400, Sacramento, CA 95833
 Phone: (916) 445-3427 or (888) 370-7589 and by completing a complaint form, which can be obtained on the bureau's Internet web site: www.bppe.ca.gov

Affiliations

- San Diego Conventions & Visitors Bureau
- Greater San Diego Chamber of Commerce
- American Culinary Federation

Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of students' educational records. Students have the right to review their records and request changes to any records believed to be inaccurate. Records will be released without student's consent to a governmental agency as required by law or pursuant to a subpoena, court order or other compulsory legal process.

Class Size

National Culinary and Baking School limits the size of each class to 15 students or fewer.

Uniforms

Uniforms are not covered by tuition. Students provide their own uniforms and shoes. The cost is \$135.00.

Uniforms are purchased online: www.schools.newchef.com

- 2 Chef Coats embroidered with National Culinary & Baking School's logo and student's name
- 2 Checkered Chef Pants
- 2 White Chef Aprons
- 2 Toques (Chef Hats)

Textbooks

Culinary Arts Program Textbook:

The Professional Chef, 2011 edition published by John Wiley and Sons Inc.

Baking and Advanced Pastry Arts Program Textbook:

On Baking, 2015 edition published by Pearson Education.

Advanced Confectionary Arts Program Textbooks:

The Art of the Confectioner, 2012 edition published by John Wiley and Sons Inc.

Chocolate & Confections, 2013 edition published by John Wiley and Sons Inc.

Knives

Students enrolled in the Culinary Arts Program are required to possess the following knives in good working order:

- Digital Thermometer
- 8" Chef's knife
- 8" x 2" Knife Guard
- 10" Steel-Genesis
- 11" Granton Slicer-Mill
- 3" Paring Knife
- 2-1/2" Peeling Knife
- 10" Wide Bread Knife
- 6" Narrow Boning
- 7" Straight Fork
- 10" Straight Spatula
- 6" Boning Knife
- Y Peeler
- Kitchen Shears

- 6pc. Plastic Tube Set-Plain
- 6pc. Plastic Tube Set-Star
- 1" & 7/8" Double Melon Baller

For those who do not possess such a set, National Culinary & Baking School can supply the complete set (including carrying case) from Mercer at a cost of \$225.00. To place an order, please speak with the operations manager, Ms. Shena Vines following confirmation of your enrolment.

Shoes

Student must purchase black rubber-soled shoes or clogs. Canvas shoes and open toed shoes are not allowed. Failure to adhere to this policy may result in a student being refused admission within the commercial kitchen areas of the building.

Cost of Attendance: Tuition, Supplies & Fees

National Culinary & Baking School is the leader in hospitality training in San Diego County offering the following academic programs. For a complete list of the cost of academic programs offered at National Culinary & Baking School, please consult the breakdown for tuition, supplies, and fees for each program below.

Diploma in Culinary Arts:

Tuition (400 hours)	\$12,000.00*
Administration Fee (non-refundable)	150.00
Textbook	125.00
Knife Set (if purchased through us)	225.00
Uniforms	135.00
Total Cost of Program*	\$12,635.00

Amount due at time of enrollment: \$5,210.00. **This is calculated as follows:** 40% of tuition (or \$4,800), textbook (\$125.00), uniform (\$135.00), and administration fee (\$150.00) as outlined above. This amount may be less depending upon student's credit worthiness.

In addition, students who do not possess the knives necessary to complete the course are responsible to procure a suitable set on their own or order them through us at the cost of \$225.00. Thus, the amount due at the time of enrollment would then be \$5,505.00.

*Alternatively, non-matriculated students may pay \$1,800.00 per module (see curriculum) with a maximum of two modules to be taken at this price. Students who elect not to matriculate in the diploma program are responsible for the full cost of enrollment in the module at the time of enrollment which is \$1,800.00. In addition, such students are responsible for the full cost of their uniform and textbook as outlined below at the time of enrollment. There is no administration fee for non-matriculated students. Moreover, non-matriculated students in taking one or two modules in the Culinary Arts Program are not required to purchase their own knives; however, should they wish to do so, the price is the same as for matriculated students as outlined below.

Diploma in Baking and Advanced Pastry Arts

Tuition (600 hours)	\$14,000.00*
Administration Fee (non-refundable)	150.00
Textbook	125.00
Uniforms	135.00
Total Cost of Program	\$14,415.00

Amount due at time of enrollment: \$6,010.00*. This is calculated as follows: 40% of tuition (or \$5,600), textbook (\$125.00), uniform (\$135.00), and administration fee (\$150.00) as outlined above. This amount may be less depending upon student's credit worthiness.

*Alternatively, non-matriculated students may pay \$1,800.00 per module (see curriculum) with a maximum of two modules to be taken at this price. Students who elect not to matriculate in the diploma program are responsible for the full cost of enrollment in the module at the time of enrollment which

is \$1,800.00. In addition, such students are responsible for the full cost of their uniform and textbook as outlined below at the time of enrollment. There is no administration fee for non-matriculated students. Moreover, non-matriculated students in taking one or two modules in the Culinary Arts Program are not required to purchase their own knives; however, should they wish to do so, the price is the same as for matriculated students as outlined below.

Diploma in Advanced Confectionary and Sugar Arts

Tuition (200 hours)	\$5,400.00
Administration. Fee (non-refundable)	150.00
Textbook	125.00
Uniforms	135.00
Total Cost of Program	\$5,615.00

Amount due at time of enrollment: \$2,490.00*. This is calculated as follows: 40% of tuition (or \$2,080.00), textbook (\$125.00), uniform (\$135.00), and administration fee (\$150.00) as outlined above. This amount may be less depending upon student’s credit worthiness.

Workshops*

Individual modules within general curricula of the Culinary Arts & Advanced Baking and Pastry Arts Programs are offered to non-matriculated students as workshops.

The tuition for each workshop (module) is \$1,800.00*

STUDENT RIGHTS AND RESPONSIBILITIES WITH STUDENT TUITION RECOVERY (STRF) FUND AS PROVIDED BY THE BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all the following applies to you: 1. You are a student in an educational program, who is a California resident, 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 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 a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident 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. 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.

Industry Earning Potential

Source: United States Department of Labor, Bureau of Labor Statistics Chefs and Head Cooks, Classification Code: 35-1011

As of May 2016, national employment estimates and mean wage estimates for this occupation are:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$11.36	\$15.50	\$20.76	\$28.40	\$36.67
Annual Wage (2)	\$23,630	\$32,230	\$43,180	\$59,080	\$76,280

As of May 2016, percentile wage estimates for this occupation:

Employment (1)	Employment RSE (3)	Mean hourly wage	Mean annual wage (2)	Wage RSE (3)
134,190	2.3 %	\$22.79	\$47,390	0.9 %

This information may be accessed directly at: <https://www.bls.gov/oes/current/oes351011.htm>

Transfer of Academic Credits

There are no formal transfer admissions guarantee agreements in place between National Culinary & Baking School and other vocational schools or colleges. Thus, the transferability of credits you earn at National Culinary & Baking School is at the complete discretion of the institution to which you may seek admission. Acceptance of the diplomas you earn in Culinary Arts and/or Baking and Pastry Arts are also at the complete discretion of the institution to which you may seek to apply. If the credits or diploma(s) you have earned at this institution are not accepted at the institution to which you apply, 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 any future educational goals you may have beyond the academic work completed at this institution. This may include contacting schools/colleges to which you may seek to apply to determine if the credits or diploma(s) earned at National Culinary & Baking School will be accepted.

Academic Transcripts

There is a \$10.00 fee for the first transcript requested. The fee for additional copies of transcripts requested at the same time is \$3.00 per copy. Requests for official academic transcripts (transcripts affixed with the school seal) must be made in writing and include valid state issued photo identification. Please send your request along with payment to National Culinary & Baking School at 8400 Center Drive, La Mesa, CA 91942. E-mail requests must be accompanied by a scanned copy of valid state issued photo identification and paid by credit or debit card issued in the name of the student.

Requests must include a student’s first name, surname, (or surname whilst in attendance at National Culinary & Baking School if different) current address. Requests must be signed by the student making the request. Should you wish to have your transcript sent directly to a third party, please include the name of the institution or person to whom you wish to have it sent.

NATIONAL CULINARY & BAKING SCHOOL CURRICULA

The National Culinary & Baking School sets a very high standard of education for our students with a broad-based curriculum which encompasses basic to advanced culinary skills and knowledge. We work with the more exclusive employers in the hospitality industry for job placement for our students because they have grown to trust the training and abilities of our graduates.

The following information applies to matriculated students across all programs. Students are required to complete all weekly exams with 70% or higher and the final exam with 70% or higher to complete their program. In addition, each student must complete the practical final exam with 75% or higher. Moreover, students are required to complete their education hours based on the program that they are taking, Culinary Arts (400 hours), Baking and Advanced Pastry Arts (600 hours) or Advanced Confectionary Arts 200 hrs., to graduate. Written exams are given in the form of: multiple choice, fill in the blank, and short essay.

ACDEMIC PROGRAM: **DIPLOMA IN CULINARY ARTS**

(20 HOURS PER WEEK FOR A TOTAL OF 400 CONTACT HOURS TAUGHT OVER 5 CONSECUTIVE MONTHS)

INSTRUCTOR:

Chef Michael Rolon, Executive Culinary Instructor
New York Restaurant School, New York City
Degree in Culinary Arts with High Honors, 1990

PROGRAM DESCRIPTION:

Students become proficient in making stocks, sauces and many different kinds of soup. We teach students a thorough and complete understanding of all the different methods of cooking meats, poultry, fish and shellfish within a tactile learning environment. They also learn how to select and cook vegetables and starches to complement the meal, in addition to making salads and salad dressings. Another phase of training is making sandwiches, hors d'oeuvres, canapés, relishes and dips, garnishes and food presentation.

In the Culinary Arts Program, our chef instructors use *On Cooking* by Pearson Education to guide students through our extremely comprehensive curriculum, beginning with the history of the food service industry, sanitation and safety all the way to international cuisine. The students are familiarized with all the commonly used tools and equipment in the industry as well as portion control, recipes, and food costing. Knife skills are honed throughout the course, as is the art of seasoning and basic cooking principles.

Course Objectives and Learner Outcomes

Upon successful completion of this course, students should be able to:

- Apply various cooking methods, braising, poaching frying.
- Demonstrate proper knife skills
- Identify and discuss various ingredients used in the recipes used
- List and discuss appropriate techniques in planning, storing, and serving both hot and cold food items
- Produce all mother sauces
- Accurately measure ingredients using scales
- Identify and butcher various types of meats including beef, lamb, and pork

The Diploma of Culinary Arts is divided into 4 (100-hour modules). Students are in the kitchen 20 hours per week for a total of 400 contact hours taught over 5 consecutive months. Students become proficient in the techniques of making stocks, sauces and many different kinds of soup. We teach students a thorough and complete understanding of all the different methods of cooking meats, poultry, fish and shellfish. They also learn how to select and cook vegetables and starches to complement the meal, in addition to making salads and salad dressings. In addition, they learn to prepare hors d'oeuvres, canapés, relishes, dips, garnishes as well as proper food presentation.

Most commonly used equipment in the Culinary Arts Program:

Knives
Pots and Pans

<p>Scales Gas Stoves Gas Ovens Whisks Various Metal and Wooden Spoons Blenders Rubber Spatulas Sheet Pans Hotel Pans</p>			
<p>Module One: Sanitation and Safety, Menu Planning, Knife Skills, Soups and Stocks, Garde Manger</p>		<p>Module Two: Salads, Meat, Poultry, and Game Cookery</p>	
<p><u>INTRODUCTION TO MICROBIOLOGY:</u></p> <p>B. Food Borne Diseases C. Personal Hygiene D. Food Handling, Preparation, and Storage. Cleaning and Sanitizing Equipment F. Sanitation Test G. The Safe Workplace H. Kitchen Safety</p> <p>KNIFE SKILLS, MENU PLANNING, COST CONTROL, COOKING PRINCIPALS, and TOOLS and EQUIPMENT:</p> <p>A. Modern Food Service VS Classical B. The Organization of Modern Kitchens. C. Standards of Professionalism D. Classical Knife Skills E. Moist Heat Method F. Dry Heat Methods G. The Arts of Seasoning H. Introduction of equipment I. Equivalents of Weights and Measures J. Dry and Liquid Measurements C. The Written Recipe K. Converting Recipes L. Food Cost M. Menu Forms and Functions N. Building the Menu O. Nutritional Considerations</p> <p><u>STOCKS & SAUCES</u></p> <p>A. Ingredients B. Procedures and Methods of Stocks Reduction C. Glace D. Leading and Mother Sauces E. Roux F. Modern Sauces G. Butter Sauce</p> <p><u>SOUPS:</u></p> <p>A. Classification of Soups B. Cream Soups C. Clear Soups D. Hearty Soups E. Chowder Soups F. Bisque</p>		<p style="text-align: center;">Curriculum</p> <p><u>SALADS AND SALAD DRESSINGS:</u></p> <p>A. Types of Salads B. Arrangements and Presentation C. Components of a Salad Bar D. Emulsion Dressings E. Vinaigrette Dressings F. Art of Garde Manger</p> <p><u>GARDE MANGER:</u></p> <p>A. Hors d' oeuvres B. Sandwiches C. Canapés D. Cocktails E. Dips</p> <p><u>UNDERSTANDING AND COOKING MEATS:</u></p> <p>A. Grilling Method B. Braising Method C. Stewing Method D. Pan Frying Method E. Sauté method</p> <p><u>UNDERSTANDING AND COOKING POULTRY:</u></p> <p>A. Chicken Fabrication B. Sauté Method C. Pan Frying Method D. Braising Method E. Pouching Method F. Grilling Method G. Deep Fry Method</p>	

Module Three: Shellfish, Pork, Vegetable and Starches Cookery		Module Four: Breakfast Preparation, Baking and Restaurant Desserts, and International Cuisines	
Curriculum		Curriculum	
<p><u>UNDERSTANDING AND COOKING FISH & SHELLFISH:</u></p> <p>A. Fish Fabrication B. Broiling Method C. Sauté Method D. Pan Fry Method E. Deep Fry Method F. Grilling Method G. Pouching Method</p> <p><u>UNDERSTANDING AND COOKING PORK:</u></p> <p>A. Pan Frying Method / Cutlet B. Braising Method C. Pouching Method D. Grilling Method E. Stewing Method F. Sauté Method</p> <p><u>UNDERSTANDING AND COOKING GAME:</u></p> <p>A. Grilling Method B. Braising Method C. Stewing Method</p> <p><u>UNDERSTANDING AND COOKING VEGETABLES:</u></p> <p>A. Controlling Quality Changes during Cooking B. General Rules of Vegetable Cookery C. Standards of Quality in Cooked Vegetables D. Handling Fresh and Processed Vegetables E. Production and Holding Problems in Quantity Cooking F. Storage G. Boiling and Steaming H. Sautéing and Pan-frying I. Braising J. Baking K. Broiling and Grilling L. Deep-frying</p> <p><u>COOKING STARCHES:</u></p> <p>A. Potatoes B. Rice C. Pasta & Dumplings D. Other Grains E. Stuffing and Dressings F. Pilaf Method</p>		<p><u>BREAKFAST PREPARATION AND DAIRY PRODUCTS:</u></p> <p>A. Understanding and Cooking Eggs B. Breakfast Breads, Cereals, and Meats C. Milk, Cream, and Butter D. Cheese</p> <p><u>BAKING AND RESTAURANT DESSERTS:</u></p> <p>A. Plated desserts B. Sauces C. Cakes D. Tarts E. Mousses F. Soufflé</p> <p><u>INTERNATIONAL CUISINES:</u></p> <p>A. French B. Spanish C. Mexican D. Italian E. Thai</p>	

ACDEMIC PROGRAM: DIPLOMA IN BAKING & ADVANCED PASTRY ARTS

(25 HOURS PER WEEK FOR A TOTAL OF 600 CONTACT HOURS TAUGHT OVER 6 CONSECUTIVE MONTHS)

INSTRUCTOR:

Chef Michael Rolon, Executive Culinary Instructor
New York Restaurant School, New York City
Degree in Culinary Arts with High Honors, 1990

PROGRAM DESCRIPTION:

This course combines lectures, demonstrations, and hands on production methods to introduce the techniques of baking and pastry making in a commercial kitchen. Focus is placed on ingredients and their functions, product identification, and weights and measures as applied to baking techniques. Instruction is provided on the preparation of yeast raised dough mixing methods, roll in doughs, pie doughs, cake mixing methods, fillings, icings, pastry cream, and finishing techniques.

Course Objectives and Learner Outcomes

Upon successful completion of this course, students should be able to:

- List and discuss appropriate techniques in planning, storing and serving desserts
- Produce an assortment of creams, custards, puddings, and frozen desserts along with their appropriate sauces and garnishes.
- Demonstrate hands-on skills and advanced techniques in the production of specialty patisserie products
- Demonstrate piping borders and producing edible flowers
- Temper chocolate and produce chocolate stencils and cutouts
- Produce a variety of dessert sauces
- Demonstrate proficiency with gelatin as it applies to pastry production
- Identify and discuss ingredients used in the decoration of specialty and wedding cakes
- Select and use basic pastry/bakery equipment under different production scenarios
- List and define terminology specifically related to the production of pastry/baked goods - Scale ingredients accurately

Most commonly used equipment in the Advanced Baking and Pastry Arts Program:

Industrial-sized mixers
Offset metal spatulas
Scales
Piping bags
Various pots and pans
Gas ovens
Gas stoves
Kitchen Aid® mixers, 6qt. and 8qt.
Rubber spatulas
Rolling pins
Sheet pans
Whisks
Cake pans

Module One: This Module focuses on culinary concept and the production of a variety of yeast raised breads. Students study a wide variety of yeast raised breads.		Module Two: This Module is focused on culinary concept and the production of making a variety European sweet dough, pastries and breakfast items.	
Curriculum		Curriculum	
BREAD: A. Lean dough B. Straight dough Method C. Yeast bread D. Rolls E. Bagels		PASTRY: A. Rich Dough B. Sweet dough C. Dough Lamination D. Cookies E. Tarts and Pies F. Puff Pastry 1,2 and 3 G. Palmier, Pithiviers, Vol-au-vents H. Cannoli I. Berliner J. Quick Breads (Muffins, Scones, Biscuits)	
Module Three: This Module focuses on a variety of cakes and butter creams.		Module Four: This Module focuses on required piping technique for decoration of wedding cakes. Students also learn the method of making fondant as well as making a variety of flowers with gum paste.	
Curriculum		Curriculum	
CAKES AND CAKE DECORATING: A. Creaming Method B. Two Stage Method C. Chiffon Method D. E. Genoise Method F. Joconde Sponge Method G. Italian, French, Swiss Butter Cream Icing H. Bavarian creams		WEDDING CAKES: A. Piping technique B. Classical wedding cake piping C. Fondant Making D. Gum paste Flowers E. Lace making on Wedding Cakes F. Wedding Cake design	
Module Five: This Module focuses on making fine dining plated desserts, as well as individual desserts. Students will explore the design and presentation of hot and cold desserts.		Module Six: This Module is focused on sugar and chocolate work. Students will learn to work with sugar and chocolate to create artistic showpiece. In addition, students learn to create variety of chocolate candies and truffles.	
Curriculum		Curriculum	
HOT AND COLD PLATED DESSERTS & INDIVIDUAL DESSERTS: A. Custards, Flan, Crème Brûlée Pudding B. Individual Mousse Slice C. Bombes D. Chocolate Basket dessert with Mousse E. Chocolate Cup Desserts with Mousse F. Ice cream G. Sorbet H. Granita I. Fruit Sauce		SUGAR CONFECTIONARY AND CHOCOLATE ARTS A. Techniques of melting sugar B. Casting Method C. Pulling Method D. Blowing Method E. Sugar Showpiece F. Pastillage G. Molding and cutting pastillage H. Pastillage Showpiece I. Tempering Chocolate J. Chocolate Showpiece K. Chocolate Candies and Truffles	

ACDEMIC PROGRAM: DIPLOMA IN ADVANCED CONFECTIONARY AND SUGAR ARTS

(12 HOURS PER WEEK FOR A TOTAL OF 200 CONTACT HOURS TAUGHT OVER 4 CONSECUTIVE MONTHS)

INSTRUCTOR:

Arezoo Karimi, CRT HACCP, 2006
Culinary Arts Instructor

PROGRAM DESCRIPTION:

Students are introduced to the concepts, skills, and techniques of making chocolates and confections. Students learn the techniques used in chocolate tempering, candy production, and the rules that apply to forming centerpieces. The Diploma in Advanced Confectionary and Sugar Arts has been separated into 2 rotating modules. This is to enable non-matriculated students to access areas of the curriculum that best meet their unique learning needs. The tuition for any one module in this program is \$2,600.00.

Course Objectives and Learner Outcomes

Upon successful completion of this course, the student should be able to:

1. Demonstrate the correct use of chocolate molds, chocolate, and sugar tools.
2. List and discuss correct selection and utilization of chocolate, isomalt, pans chocolate making supplies and ingredients
3. List and demonstrate the skill involved in the mixing, production, and finishing of various chocolates, and confections

Most commonly used equipment in the Advanced Confectionary and Sugar Arts Program

Sugar pumps
Rubber spatulas
Offset spatulas
Metal scrapers
Heat lamps
Pots and pans
Sugar thermometers
Wooden spoons
Silpat mats
Scales
Bonbon molds
Sugar pumps
Knives

Module One: Confectionary		Module Two: Sugar	
Curriculum		Curriculum	
Truffles Bonbons Mendients Penuche Fudge Toffee Modeling chocolate		Pastillage sculpting Sugar pulling Sugar blowing Rock sugar Sugar basket Sugar show piece	

Faculty Résumés

Michael Rolon

Executive Culinary Instructor

Education:

March 1989 – August 1990: New York Restaurant School, New York, New York
Associate Degree in Culinary Arts
Graduated with High Honors.

Employment:

Executive Culinary Instructor
National Culinary and Baking school - La Mesa, CA
April 2016 to Present
Writing the curriculum, for both savory and baking classes, Ordering ingredients for each class, as well as teaching both the savory and baking classes.

Pastry Chef instructor

Cypress College
08/2013- 04/2014

Pastry Chef Instructor

The Art Institute California Orange County - Santa Ana, CA
July 2010 to April 2016
Taught all baking and pastry classes (introduction to baking and pastry, chocolates and confections, Artisan breads, and European Cakes and Tortes)

Chocolatier, Flavor and Menu Design Consultant

Michelle Haut Chocolat - Laguna Beach, CA
October 2012 to November 2014
I taught, the owner and employees how to make confections. (truffles, chocolate bars, caramels, pate de fruit)

Chef Instructor

Palomar College ROP - San Marcos, CA
January 2009 to June 2012
In charge of teaching a two-semester baking and pastry class, first semester, would be basic baking fundamentals, weights and measures, the second semester would be more advanced, laminated doughs, and artisan breads using levain.

Pastry Chef

San Diego Convention Center Corporation - San Diego, CA
January 2008 to November 2009
Delegating work for 12 employees Ordering for all events, food and inventory control Menu design meeting with vendors, producing and plating deserts for all events for thousands of guests.

Pastry Chef / Owner

Sweet Spot Desserts - Oceanside, CA (wholesale bakery)
September 2000 to November 2008
Delegating work for my employees Inventory and cost control, Payroll, In charge of daily production, meeting with vendors, as well as clients and designing dessert menus for various restaurants.

Pastry Chef

Ranch Valencia Resort - Rancho Santa Fe, CA
August 1995 to September 2000
In charge of menu design, delegating work amongst my employees, production for the restaurant (breakfast, lunch, and dinner) and banquets

Culinary Instructor

University California Irvine Extension - Irvine, CA
February 1994 to May 1996
Taught and demonstrated basic pastry skills, baking and bread production.

Pastry Chef

The Ritz Restaurant - Newport Beach, CA
March 1994 to April 1995
Menu design and production Service for the restaurant, and catering events.

Pastry Chef

Rancho Valencia Resort & Spa - Rancho Santa Fe, CA
October 1992 to February 1994
Menu design, delegating work amongst my employees. Daily production of desserts for the restaurant and banquets

Assistant Pastry Chef

Surf and Sand Resort - Laguna Beach, CA
November 1989 to October 1992
Assisting the Pastry Chef with daily production of desserts and breakfast pastries for all the restaurants and banquets

Culinary Arts Certificate in Culinary Arts

New York Restaurant School - New York, NY
March 1988 to October 1989

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**Arezoo Karimi**  
**Culinary Arts Instructor**

**Education:**

CRT HACCP for managers and chef's certification in 2006.  
Sanitation certification course in 2006.  
Training program in 2006.  
Nutrition certification in 2006.  
Train the trainer certification program in 2007.  
Vegetarian concepts certification in 2007.

**Employment:**

**Chef**

Hilton Hotel – Tehran, Iran-  
March 1992 to December 1994  
Hotel chef (room service): cook and plate up the food order and making it look presentable.

**Restaurant Manager**

The Khayam Restaurant – Tehran, Iran  
January 1994 to October 1999  
In charge of the staff such as cooks (scheduling them), Prepare menus, taking care of food safety such as sanitizing and organizing the kitchen

**Chef**

The Marriot Hotel  
March 2000 to December 2002  
Cooking the Indian and Pakistani food and most of the Middle Eastern countries' foods in the room service area

**Manager**

The Balboa International Market  
March 2005 to July 2006

Making deli platter, salads, and etc., Being in charge of the staff, Taking care of the deli department expenses and controlling the budget

**Chef de Partie Garde Manager**

The Barona Valley Ranch & Resort Casino  
July 2003 to October 2013

Starting as a cook # 3 in 2003, Promoted to cook # 2 in 2004, Promoted to cook #1 and job coach trainer in 2006, Promoted to chef de partie Garde Manger in 2007, Professional in preparing sauces and dressing, Curing and smoking, Sanitize and organizing kitchen, Training the employees for Garde manger jobs,

Third place winner in the 2007 National Chefs Culinary Competition: fruit carving,

Third place winner in the 2007 fancy food show,

Third place winner in the 2008 National Culinary Competition in Las Vegas.

**Chef in Commissary Kitchen, Room Service, and Staff Dining**

October 2013 to Present

Being in charge of the staff such as cooks (scheduling them), Prepare the menus for next week, taking care of the food safety such as sanitizing and organizing the kitchen

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Catalog Disclosure

This is to certify that this information is true and correct at the time of printing. We will provide amendment to catalog as required.

As this information must be prepared well in advance of the time it covers, changes may occur. Courses as described are subject to change with reasonable notice. Some classes offered might be cancelled because of insufficient enrollment, elimination or reduction of program, or for any other reason considered sufficient by the Director of National Culinary & Baking Schools.

National Culinary & Baking Schools is committed to providing equal opportunities in its activities and in its educational programs. Therefore, no National Culinary & Baking School student or staff member shall be unlawfully subjected to discrimination based on ethnic group, religion, age, gender, color, sexual orientation, marital status, or physical or mental disability.