

Culinary Arts

Fall 2017 | *Annual Bulletin*



Coastal Carolina Community College

444 Western Boulevard | Jacksonville, NC 28546
www.coastalcarolina.edu | 910.455.1221



Coastal Carolina Community College

Equal Education Opportunity and Equal Employment Opportunity Policy

No person shall on the basis of race, color, creed or religion, age, sex, national origin, political affiliation, or physical disability status, except where age or physical disabilities are found to be a bona fide occupational qualification, be excluded from employment or participation in, be denied the benefits of, or be subject to discrimination under any program or activity of this institution.

It is the policy of this institution not to discriminate on the basis of sex in the admission requirements, educational programs, activities, or employment policies as required by Title IX in the Educational Amendments of 1972.

In conformance with the provisions of the Rehabilitation Act of 1973, and other applicable laws and regulations, Coastal Carolina Community College will not discriminate against any student, employee, or applicant for admission or employment because of physical disabilities.

The main campus of Coastal Carolina Community College has been designed with the elimination of physical obstacles so that buildings, restrooms, laboratories, and classrooms are readily accessible to and usable by those with physical disabilities.

Any student or applicant for admission with a disability who wishes to request some accommodation must contact the Admissions Office and ask for the Coastal Carolina Community College Request for Accommodation form. If accommodation is not requested in advance in order to provide the College sufficient and adequate time to meet the student or applicant's needs, Coastal cannot guarantee the availability of a reasonable accommodation when it is needed.

Any student or prospective student who believes that discrimination has limited any educational opportunity, or any College employee who believes employment rights have been denied on the basis of discrimination, or any individual who desires information concerning this policy should contact the following designated responsible employee: Affirmative Action Officer and Title IX Coordinator, Henderson Administration Building, (910) 938-6788.

Coastal Carolina Community College
Culinary Arts

Table of Contents

General Program Information	1
Applying to the Culinary Arts Program – Eligibility Requirements.....	2
Applying to the Culinary Arts Program – Eligibility Application	4
Ranking and Selecting Qualified Applicants	5
Point Systems A & B	6
Additional Points for Point System A or B.....	7
Pertinent Program Information	8
Special Requirements.....	9
Curriculum Description – Culinary Arts (A55150)	10
Approximate Expenses	12
Financial Aid Information.....	13
Contact Information	14

General Program Information

The Culinary Arts curriculum provides specific training required to prepare students to assume positions as trained culinary professionals in a variety of foodservice settings including full service restaurants, hotels, resorts, clubs, catering operations, contract foodservice, and health care facilities. Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies and professionalism. Courses include sanitation/safety, baking, garde manger, culinary fundamentals/production skills, nutrition, customer service, purchasing/cost control, and human resource management.

Graduates should qualify for entry-level opportunities including prep cook, line cook, and station chef. American Culinary Federation certification may be available to graduates. With experience, graduates may advance to positions including sous chef, pastry chef, executive chef, or foodservice manager.

Applying to the Culinary Arts Program – Eligibility Requirements

Eligibility Requirements: Mandatory Steps 1 – 3

(Must have steps 1 – 3 completed before proceeding with an eligibility application)

1. **Complete a Coastal Carolina Community College application for admission.** Visit the Admissions Office in the Student Center building, find the application online at www.coastalcarolina.edu, or call (910) 938-6332 for additional information.
 - Students not currently taking classes at Coastal Carolina Community College must complete a Coastal application before applying to the Culinary Arts program.

2. **Submit official transcripts from high school (or high school equivalency) as well as any other colleges or Universities attended.** Call (910) 938-6255 to verify receipt of your transcripts.
 - Students must submit official high school or high school equivalency transcripts, and transcripts from all post-secondary colleges and schools attended, before applying to the Culinary Arts program.
 - Students enrolled in Spring 2017 courses at the time of their eligibility application must submit **updated** official transcripts. Transcripts must be received in the Admissions Office by 5:00 p.m. on May 19, 2017. Failure to do so will place eligible applicants at the bottom of the alternate list.

3. **Take the placement test and receive the following minimum test scores OR demonstrate proficiency in the areas of reading, writing, and mathematics.** Call (910) 938-6332 for information on testing dates and times, or visit www.coastalcarolina.edu/admissions/placement-testing.
 - Placement testing must be completed on or after August 1, 2012, to be valid.
 - Successful completion (grade of “C” or higher) of College Composition, ENG 111 Writing and Inquiry, or equivalent, and a College level math course, 100 level or higher, will replace the placement test requirement if the class has been completed **within five years of the entry term of the program (Fall 2012)**.

NC DAP		COMPASS		ASSET		SAT (taken prior to 3/16)		SAT (taken after 3/16)		ACT		Accuplacer/CPT	
Reading/English	151	Writing	70	Writing	41	Writing	500	Reading and Writing	480	Writing OR	18	English	86
DMA 010	7	Reading	81	Reading	41	Reading	500	Math	530	Reading	22	Reading	80
DMA 020	7	Pre-Algebra	47	Numerical	41	Mathematics	500			Mathematics	23	Mathematics	55
DMA 030	7												

- Students testing at Coastal Carolina Community College must wait at least 2 business days after testing for scores, and must confirm test scores, in person, with an Academic Counselor.
- According to Coastal Carolina Community College’s testing guidelines, students may take the entire placement test twice within a twelve (12) month period.
- If a student does not receive the necessary minimum scores, it is recommended that he/she either review in the Academic Studies Center or take the appropriate developmental courses in the indicated areas before re-testing

Test Waiver Options – must be in process prior to applying to the Culinary Arts Program

- If the minimum Reading/English score is not attained **after the student's second (2nd) attempt**, and they have not completed a College Composition, ENG 111 Writing and Inquiry, or equivalent within the stated time limit, the applicant has the option to make up the deficiency by successfully completing Developmental Reading and English, DRE 098/099 prior to completing an eligibility application.
- If the minimum math score is not attained **after the student's second (2nd) attempt**, and they have not completed a College level math course, 100 level or higher within the time limit, the applicant has the option to make up the deficiency by successfully completing Developmental Math Modules, DMA 010 Operations with Integers, DMA 020 Fractions with Decimals, **and** DMA 030 Propor/Ratio/Rate/Percent prior to completing an eligibility application.

Frequently Asked Questions

- Q: When applying to the Culinary Arts program, can I use the placement test scores I received at a previous school?
- A: Yes, as long as they are NC DAP, COMPASS, ASSET, SAT, ACT, or Accuplacer scores taken on or after August 1, 2012. Additionally, the scores must be officially sent to CCCC from the school in which testing occurred.
- Q: If I do not achieve the minimum score in one area of the placement test, do I have to retake the whole test?
- A: No, only the portion in which the score was not achieved must be repeated. You must meet with an Academic Counselor to obtain a partial testing slip.

Applying to the Culinary Arts Program – Eligibility Application

Eligibility Application

The Eligibility Application process begins March 1, 2017, and ends May 19, 2017.

To ensure that we are able to work together without interruption, children are not permitted when completing the Eligibility Application.

- Individuals who have met *all* requirements to apply may meet with any Academic Counselor on Coastal's main campus Monday through Thursday from 8:00 am to 7:00 pm, and on Friday from 8:00 am to 4:30 pm.
- Verification of points is completed after the application period has ended.
Counselors will not be verifying points when meeting with the applicant to complete the Eligibility Application.
- If an individual currently resides at least 200 miles outside of Jacksonville, NC, he or she must contact the Academic Counselor for the Culinary Arts program at (910) 938-6241 May 19th 2017 to discuss other arrangements.

After Completing the Eligibility Application

- Submit documentation to earn additional points by the deadlines listed:
- Any documentation for additional points that is received after the given deadline, regardless of the date postmarked, will not be considered.
- Ensure updated transcripts for courses completed in the 2017 Spring semester are on file at Coastal Carolina Community College by May 19, 2017.
- Ensure updated transcripts for courses completed in the 2017 Summer semester are on file at Coastal Carolina Community College by August 16, 2017.

Ranking and Selecting Qualified Applicants

- Applicants will be awarded points for grades received in specific courses based on the point system that best fits their profile. There are two possible point systems:
 - Point System A – College Classes
 - Point System B – High School Classes

(Applicants will not be able to use both Point System A and B. The Point System used will be the one that provides the applicant with the most points.)
- Courses for points must be completed by the end of the Spring 2017 semester.
- The twenty (20) highest-ranking applicants will be accepted into the Culinary Arts program: the more points, the higher the ranking. An alternate list will consist of the remaining qualified applicants. An alternate applicant will be admitted only if one of the originally accepted applicants declines. In the event that applicants have the same number of points, the applicant submitting his/her Culinary Arts eligibility application first will be ranked higher (time will be recorded on the eligibility application).
- The Academic Counselor for the Culinary Arts program will send out either an acceptance or alternate letter and agreement form to every candidate who has completed a Level II Culinary Arts eligibility application. Every applicant will also receive an agreement form. These will be mailed no later than June 9, 2017. Students will be required to complete and return the acceptance or alternate agreement form by the deadline date indicated in the letter. Students who fail to complete and return the accepted or alternate agreement form by the designated date will be placed at the bottom of the alternate list.
- Applicants accepted into the Culinary Arts program must attend a mandatory orientation held in the summer semester. Failure to attend may result in the applicant being placed at the bottom of the alternate list. Applicants are expected to have proof of at least the first shot in the Hepatitis A vaccine series by the orientation date. Failure to do so will result in the applicant being placed at the bottom of the alternate list.
- The Academic Counselor for the Culinary Arts program may continue taking applications for available space after the application period has ended. The post-deadline application period will begin May 22, 2017. All applicants applying after the deadline must meet *all* requirements to apply prior to completing the Eligibility Application form.
- Post-deadline eligible applicants will be placed on the alternate list in the order in which they apply.
- Any applicant who, for any reason, does not enter the Culinary Arts program for the Fall 2017 semester must reapply to the Culinary Arts program and meet admissions requirements to be considered for the Fall 2018 program.
- Applicants are responsible for notifying the admissions office as well as the Academic Counselor for the Culinary Arts program of any address and/or phone number changes.

Point Systems A & B

Point System A

- Points are awarded for grades received in six (6) college-level courses required in the Culinary Arts program.
- Applicants may receive credit for equivalent courses completed at another accredited college with a grade of “C” or higher.
- Submission of AP scores may be equivalent to taking the course. You have the option to submit AP scores and receive points or take the course and receive the points for the course taken. You may not do both.

Culinary Arts Related Courses	Grade in Course:	Point Value		
		A	B	C
	AP Test score:	5	4	3
ENG 111 – Writing & Inquiry		8	5	2
Humanities/Fine Arts Elective		8	5	2
Social/Behavioral Science Elective		8	5	2
CIS 110 – Intro to Computers		8	5	2
COM 120 – Interpersonal Comm.		8	5	2
MAT 110, 143, or higher level		8	5	2

Note: These courses are NOT required to be completed prior to the application deadline.

Point System B

This point system applies to candidates who have not yet graduated from high school and are still enrolled in their senior year. It also applies to candidates who have graduated from high school and have not yet completed all of the college level related courses. However, high school course work can only be used if the candidate graduated within five (5) years (2012 or after) from the entry term of the Culinary Arts program.

High School Related Courses	Point Value		
	A	B	C
11 th Grade English	8	5	2
12 th Grade English	8	5	2
Math III (or higher level math)	8	5	2
Foods I	8	5	2
Foods II	8	5	2
Prostart I and II or Culinary/Hospitality I and II	8	5	2

Additional Points for Point System A or B

Culinary Arts applicants using either Point System A or B may submit documentation to earn additional points:

- ACA 122 College Transfer Success **or** ACA 111 College Student Success
 - Applicants who receive an “A” in the course will earn two (2) additional points.

- ServSafe Certification, issued by the National Restaurant Association
 - Certification must have been earned on or after August 1, 2014. Applicants who submit this certification will earn five (5) additional points.

The maximum number of points available for both Point System A and Point System B is 55.

Pertinent Program Information

Academic Regulations

- Culinary Arts students must take all required courses within the semester designated in his/her catalog of record. Exceptions must be approved by the Department Head and the Division Chair.
- A Culinary Arts student who does not pass the ServSafe test when it is administered during CUL 110 will have one additional opportunity to test during class period. If the student does not pass the test the second time, they will be required to enroll in and pass a ServSafe course through Coastal's Continuing Education Department (additional out of pocket expenses may be incurred for the second and third tests). If the student does not pass the third test, they will not be allowed to continue in the Culinary Arts program.
- A Culinary Arts student who drops or receives an "F" in any non-CUL/HRM (related) courses **may** be permitted to progress in the program, provided the student can complete the course by the end of the summer session following their expected date of graduation.
- A student will be on probation with the Culinary Arts program if a final grade of "D" or "D-" is earned in one CUL course. A student will be suspended from the Culinary Arts program if a final grade of "F" or more than one final grade of "D" or "D-" is earned in a CUL course.

Readmission Policy

Any student applying for readmission must contact the department head of the Culinary Arts program to discuss educational goals and plans for readmission. Readmission will be based on a space-available basis and Department Head approval. Students must meet any admission criteria for the year in which they are being readmitted.

Communicable Disease Statement

Students enrolled in the Culinary Arts program are at risk of exposure to blood and body fluids, and the potential does exist for transmission of blood borne and other infectious diseases during various lab activities. Students who enter the Culinary Arts program will be required to read and sign a communicable disease statement and waiver of liability form. This form will become a part of the student's permanent record and will state that the student:

1. Has been informed of his/her risk for exposure to blood and body fluids.
2. Understands the potential for transmission of blood borne diseases during various lab activities.

The student and a witness must sign the communicable disease statement. Students who are minors must have the statement signed by a parent or legal guardian.

Special Requirements

Physical Requirements: Many of the core courses will require standing for extended lengths of time. Students will also be required to bend down to lift items onto tables or carts, squat underneath table tops to retrieve or place items, and lift bulky items weighing up to 50 pounds from the floor to counters or shelving. Students may have to push and move items from hot stove tops and load and move carts into refrigerated and freezer rooms. Concerns over these requirements must be discussed with the Department Head prior to enrolling in the program.

Uniform and Name Tag: Uniforms and name tags are required for all Culinary Arts and Hospitality Management courses. Uniform specifics will be discussed at orientation.

Vaccinations: Students are required to have Hepatitis A shot #1 (of 2) by orientation. Shot #2 of the vaccine must be completed within 6 to 12 months of the first vaccine.

Piercings: Students with pierced ears may wear only one small post earring in each ear. During Work-Based Learning, students will follow agency personnel policies regarding wearing any other body piercing/gauging ornaments.

Fingernails: Must be clean with no dirt visible under the nail, with a working length of no more than 1/8 inch. Fingernail polish or decorations are not allowed.

Work-Based Learning Program: The program's Work-Based Learning course provides for industry on-site work experience. This work-based program is usually one semester in length and may or may not be a paid position. It is important to understand that many employers give their potential employees a drug test prior to formally confirming a job offer.

Attendance: Students must be aware of the importance of regular class attendance in order to be successful in their classes. It is vital to have child care arrangements worked out in advance in case of children's illnesses, teacher work days, etc. If excessive absences are accumulated, then the student will be dropped from the program in accordance with the attendance guidelines in the college catalog.

Success Tip: Candidates are strongly advised to limit the number of hours they are employed in order to maximize their potential for academic success in the Culinary Arts program.

Curriculum Description – Culinary Arts (A55150)

The Culinary Arts curriculum provides specific training required to prepare students to assume positions as trained culinary professionals in a variety of foodservice settings including full service restaurants, hotels, resorts, clubs, catering operations, contract foodservice, and health care facilities. Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies and professionalism. Courses include sanitation/safety, baking, garde manger, culinary fundamentals/production skills, nutrition, customer service, purchasing/cost control, and human resource management.

Graduates should qualify for entry-level opportunities including prep cook, line cook, and station chef. American Culinary Federation certification may be available to graduates. With experience, graduates may advance to positions including sous chef, pastry chef, executive chef, or foodservice manager.

			Hours Per Week		
FALL SEMESTER			Class	Lab	Credit
ACA	111	College Student Success	1	0	1
CIS	110	Introduction to Computers	2	2	3
CUL	110	Sanitation & Safety	2	0	2
CUL	135	Food & Beverage Service	2	0	2
CUL	135A	Food & Beverage Serv Lab	0	2	1
CUL	140	Culinary Skills I	2	6	5
CUL	140A	Culinary Skills I Lab	0	3	1
			9	13	15
SPRING SEMESTER (1st Year)					
ENG	111	Writing and Inquiry	3	0	3
CUL	160	Baking I	1	4	3
CUL	170	Garde Manger I	1	4	3
CUL	240	Culinary Skills II	1	8	5
MAT	110	Math Measurement & Literacy <i>or</i>	2	2	3
MAT	143	Quantitative Literacy	(2)	(2)	(3)
			8	18	17
SUMMER SEMESTER (1st Year)					
WBL	112	Work-Based Learning I	0	20	2
			0	20	2
FALL SEMESTER (2nd Year)					
COM	120	Intro Interpersonal Com	3	0	3
CUL	112	Nutrition for Foodservice	3	0	3
CUL	130	Menu Design	2	0	2
CUL	250	Classical Cuisines	1	8	5
HRM	220	Cost Control – Food & Bev	3	0	3
		Humanities/Fine Arts Elective	3	0	3
			15	8	19
SPRING SEMESTER (2nd Year)					
CUL	214	Wine Appreciation	1	2	2
CUL	230	Global Cuisines	1	8	5
CUL	273	Career Development	1	0	1
HRM	215	Restaurant Management	3	0	3
HRM	245	Human Resource Mgmt - Hosp	3	0	3
		Social/Behavioral Science Elective	3	0	3
			12	10	17
Total Semester Hours:					70

Approved Humanities/Fine Arts Electives	
ART 111 Art Appreciation*	HUM 212 Humanities II
ART 114 Art History Survey I*	MUS 110 Music Appreciation*
ART 115 Art History Survey II*	MUS 112 Introduction to Jazz*
DRA 111 Theatre Appreciation	MUS 210 History of Rock Music
DRA 112 Literature of the Theatre	PHI 215 Philosophical Issues*
DRA 211 Theatre History I	PHI 240 Introduction to Ethics*
DRA 212 Theatre History II	REL 112 Western Religions
HUM 130 Myth in Human Culture	REL 211 Intro to Old Testament
HUM 160 Introduction to Film	REL 212 Intro to New Testament
HUM 211 Humanities I	REL 221 Religion in America

**Approved as Universal General Education Transfer Component (UGETC) course.*

Approved Social/Behavioral Sciences Electives	
ANT 210 General Anthropology	HIS 131 American History I*
ECO 251 Prin of Microeconomics	HIS 132 American History II*
ECO 252 Prin of Macroeconomics*	POL 110 Intro to Political Science
GEO 111 World Regional Geography	POL 120 American Government*
HIS 111 World Civilizations I*	PSY 118 Interpersonal Psychology
HIS 112 World Civilizations II*	PSY 150 General Psychology*
HIS 115 Intro to Global History	SOC 210 Intro to Sociology*
HIS 121 Western Civilization I	SOC 220 Social Problems
HIS 122 Western Civilization II	

**Approved as Universal General Education Transfer Component (UGETC) course.*

Approximate Expenses

First Year

	Fall Semester	Spring Semester	Summer Semester	Total
Tuition and Fees	\$1,224.00	\$1,224.00	\$157.00	\$2,605.00
Culinary Textbooks	\$500.00	N/A	N/A	\$500.00
Culinary Tool Kit	\$385.00	N/A	N/A	\$370.00
Uniform and Shoes	\$170.00	N/A	N/A	\$170.00
Hepatitis Vaccine	\$100.00	N/A	N/A	\$100.00
Related Textbooks	Varies	Varies	Varies	Varies
Total	\$2,364.00	\$1,224.00	\$157.00	\$3,745.00

Second Year

	Fall Semester	Spring Semester	Summer Semester	Total
Tuition and Fees	\$1,224.00	\$1,224.00	N/A	\$2,448.00
Culinary Textbooks	\$900.00	N/A	N/A	\$900.00
Related Textbooks	Varies	Varies	Varies	Varies
Total	\$2,124.00	\$1,224.00	Varies	\$3,348.00

- All of the costs listed are estimates. Tuition rates are determined by the North Carolina General Assembly and are subject to change. **The tuition listed above is based on the in-state rate of \$76.00 per credit hour plus a Student Fee.**
- Methods of payment: check, cash, money order, credit or debit cards (VISA, Master Card, American Express or Discover), financial aid, and scholarship.
- Candidates must secure any financial aid and/or scholarship awards prior to enrolling in the program.
- Candidates should consider miscellaneous expenses such as childcare, meals, gas, notebooks, pens, planner, etc.

Financial Aid Information

Federal Aid Sources

- FAFSA (Pell Grant, Work Study)
 - Student Services Office
 - (910) 938-6332
 - Assistance Available
 - 2015 federal tax returns
 - 2015 W-2s
 - Apply as soon as possible. Awards are made until funds are depleted.

State Aid Sources

- Human Services (WIOA)
 - Kenneth B. Hurst Continuing Education Building, room 108
 - (910) 938-6258
 - Need FAFSA
 - Assistance available for childcare and uniforms

Local Aid Sources

- Coastal Carolina Community College Scholarships
 - James Leroy Henderson, Jr. Administration Building
 - (910) 938-6792
 - Need FAFSA
 - Transcripts
 - Two letters of reference
 - July 1, 2017, deadline

Visit CFNC.org for additional financial aid opportunities and information.

Contact Information

For questions regarding admission to the Culinary Arts program, please visit the Admissions Office in the Student Center building, or call (910) 938-6332.

If you have program-specific questions, please contact:

Chef Mark Dowling
Culinary Arts Program Department Head
(910) 938-6390

or

Robert Touhey
Assistant Division Chair
(910) 938-6379

Transcripts and applications should be mailed (or dropped off) to:

Coastal Carolina Community College
Attn: Admissions
444 Western Boulevard
Jacksonville, NC 28546

Notes

Notes
