



CULINARY ARTS

PROGRAM POLICY MANUAL 2015-2016

FOREWORD

This student handbook has been developed by the staff of the Culinary Arts Department. It is intended to be a supplement to the Indian Hills Community College handbook; consequently, all policies and regulations from the general handbook are to be observed in addition to those outlined in the following pages.

The staff of the Indian Hills Community College Culinary Arts Department would like to welcome you and want you to know we are here to assist you in every way possible. We look forward to your success.

TABLE OF CONTENTS

CULINARY ARTS STAFF DIRECTORY.....	1
PROGRAM GOALS AND OBJECTIVES.....	3
STUDENT BEHAVIOR - PROFESSIONALISM.....	3
CODE OF ETHICS FOR PROFESSIONAL CULINARIANS	3
AMERICAN CULINARY FEDERATION OF SOUTHEASTERN IOWA JUNIOR CHAPTER.....	4
CULINARY ARTS DEPARTMENT RULES AND REGULATIONS ATTENDANCE	4
STUDENT DRESS CODE	4
KITCHEN PROCEDURES/LAB SAFETY RULES	5
CONTEST.....	6
TESTING.....	6
PORTFOLIO	7
PLACEMENT	7
CULINARY ARTS CURRICULUM	8-12
COURSE DESCRIPTIONS.....	13-14
GENERAL EDUCATION COURSE REQUIREMENTS	15-16
CONSENT RELEASE FORM.....	17
CULINARY ARTS GRADUATION CHECK LIST	18-20
CULINARIAN'S CODE.....	21
2015-2016 CALENDAR.....	22

**CULINARY ARTS DEPARTMENT
STAFF DIRECTORY**

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Adam Darland	Lead Culinary Instructor	(641) 683-5196
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PROGRAM GOALS AND OBJECTIVES

It is the goal of the faculty of the Culinary Arts department to provide students with the behavior, knowledge, and skills necessary to obtain employment in the foodservice profession.

STUDENT BEHAVIOR - PROFESSIONALISM

Skill and knowledge are essential aspects of competent job performance. However, work behaviors, values, and habits are equally important in securing and holding a job. These are not skills that can be taught but attitudes and behaviors that must be recognized and developed from within the individual. We all can recognize people who have what it takes to “make it”. We can just as easily recognize those who never will. This judgement is based not so much on what the person can do or what they know but more on how they approach “getting the job done”. These behaviors we term professionalism. They include but are not limited to the following:

- Maintaining a positive attitude - about oneself, your work, your fellow workers, your employer, etc. You must like what you do!
- Working well with people - understanding teamwork is essential to the completion of any task.
- Being organized and efficient both mentally and physically. Knowing what you are going to do and having a well designed plan to accomplish it.
- Willingness to do more than “just what is required to get by”.
- Always being in control - of your work, your emotions, etc.
- Being open minded, eager to learn - understanding the value of other peoples’ experiences, ideas, suggestions, and criticisms. There is always a better way, find it!
- Dedication to quality - everything should be done to the best of your ability. Take pride in what you do! Never lose sight of the ultimate goal - CUSTOMER SATISFACTION!

CODE OF ETHICS FOR PROFESSIONAL CULINARIANS

Recognizing, respecting, and wanting to perpetuate the significant contribution that we have made to the physical, social commercial, political and cultural well-being of society, professional culinarians do pledge to:

1. Approach their responsibilities with professional pride and dedication and by example encourage others to attain professional standards.
2. Serve their profession proudly and with dignity and promote its accomplishments to the public.
3. Cooperate with colleagues to advance professionalism.
4. Strive for greater professional knowledge.
5. Achieve the highest standards of quality at the most favorable costs and with the most effective utilization of human and physical resources.
6. Willingly share their knowledge and experience with others to increase their ability to perform at the highest possible level.
7. Graciously accept suggestions from others insofar as they serve to increase knowledge and performance.
8. Offer comments to a colleague only for the purpose of increasing knowledge and performance and refrain from criticism that would serve to lower the esteem of fellow professionals or is aimed at personal gain.
9. Diligently maintain the highest appropriate standards of food quality to achieve personal, public, and employer satisfaction.
10. Strive to be courteous, fair and considerate in dealing with all others, respecting their dignity.
11. Conscientiously serve the best interest of the public.
12. Seek to understand and maintain the principles of sanitation, safety and nutrition to protect the health and safety of the public and colleagues.
13. Respect, conserve and maintain the tools, equipment and materials of the professional, especially food products and other scarce resources.

14. Present a clean and neat appearance, reflecting the pride and care with which professional responsibilities are approached.
15. Deal honestly and truthfully, respect the property and resources of others, and not use such property or resources for personal gain.
16. Consider the interest of employers and carry out their established policies.
17. Avoid activities that might bring discredit to oneself, employers, colleagues or the profession.

AMERICAN CULINARY FEDERATION OF SOUTHEASTERN IOWA JUNIOR CHAPTER

All culinary students are strongly urged to join our ACF Junior Chapter which will help to promote and fund student activities throughout the year. Our program is accredited by the American Culinary Federation and full membership is required upon graduation to received certification through the ACF. Your membership dues are yearly and club activities will help you to stay current in your affiliation.

Other important elements of our Junior ACF Chapter include:

- Promoting your goals and our program within our community.
- Raising funds for regional and national ACF conferences and Travel Abroad studies.
- Promote and develop interpersonal, organizational and leadership skills.
- Engage in practical skills necessary for the workplace environment.

CULINARY ARTS DEPARTMENT RULES AND REGULATIONS

ATTENDANCE

Indian Hills Community College considers attendance to be very important. We want and expect the students to be here. Attendance records are maintained for each class and lab every day. Prospective employers usually ask for and expect to see student attendance records as well as their grades. However, a student's attendance records will not be released without that student's permission.

Students will be allowed the opportunity to make up tests missed due to absences. There will be a make up day per term, this date will be announced during orientation at the beginning of each term. Make up tests will be a different version than the regularly scheduled test. Students will not be allowed the opportunity to make up quizzes.

The department Director determines if each student is meeting the objectives of the program. Failure to meet these objectives will require a student - Director conference. This evaluation will be based upon attendance, lab grades, performance, & employability. Excessive absences may result in the student failing to meet program objectives and could lead to a faculty recommendation for dismissal of the student from the program.

If an unavoidable period of extended absences is anticipated the student should contact the Culinary Arts Program Director. If this situation is known in advance, the faculty will work with the student in an attempt to minimize any adverse impact on the student's educational goals.

STUDENT DRESS CODE

As future members of the Culinary Arts profession, students are expected to take pride in themselves and their appearance. Accordingly, all students enrolled in Culinary Arts courses must conform to the following dress code:

White chef coat; striped or checked chef pants; black shoes (no cloth tennis shoes, crocks or open toed shoes of any kind); white chef hat, apron. Students are required to have a thermometer, knife & garnish set. Students are to wear a solid white undergarment under their chef coat.

All uniforms are the responsibility of the student and should be clean, unwrinkled, and in good repair.

Student's appearance and personal hygiene must comply with all applicable state and local health laws. For example, hair must be clean and kept under control, students should be free from offensive body odor, and fingernails should be clean well trimmed, and free of finger nail polish. As a safety precaution, students will not be allowed to wear jewelry.

*** Students not in compliance with the dress code will be excused from class or lab by their instructor until they do comply!***

KITCHEN PROCEDURES/LAB SAFETY RULES

Culinary Arts students are required to comply with all State of Iowa and City of Ottumwa health laws and abide by the rules and regulations of the Culinary Arts Department and Indian Hills Community College or face the possibility of disciplinary action.

1. Daily attendance is expected. Report to your classroom, lab, or work station with necessary textbooks, lab equipment, paper, pencils, etc. ready to begin at designated time.
2. Students are required to adhere to the approved dress code while in classroom, lab, or cafeteria.
3. Attitudes and relationships towards other students, instructors, and staff of IHCC should be governed by the spirit of the Culinarian's Code.
4. No foul or abusive language will be tolerated within the department.
5. We cannot be responsible for your personal possessions. Each student is issued a locker. Use it! Students are responsible for their own pad locks.
6. Anyone caught stealing, in possession of or under the influence of alcohol or an illegal substance, or vandalizing school property faces immediate disciplinary action.
7. Any student or group of students suspected of cheating will be dealt with in accordance with IHCC policy.
8. Students may request a conference with any staff member by appointment during office hours at the beginning or end of the day. However, students are not to be in staff offices unless accompanied by staff member.
9. Office, lab & dish room phones are for IHCC business only. A pay phone for student use are located in the hallway by the Snack Vending room.
10. There is to be no eating or drinking in any lab. This includes cafeteria serving line and dish area. Follow recommended procedures for taste-testing food.
11. Smoking is not permitted on campus.
12. Work stations should be kept neat and organized to promote efficiency. Practice good mise en place at all times.
13. No one is to sit on stainless steel tables, wood benches, or other food preparation areas.
14. All equipment is to be treated with respect. It is to be used, cleaned, maintained, and stored properly.
15. Safety regulations are to be followed at all times.
16. Any spills on floors no matter how small should be mopped up and dried immediately.
17. DO NOT operate any equipment without safety attachments or that you have not been trained to use!
18. Perishable food items are to be kept under refrigeration. Do not remove more foodstuffs from coolers than can be prepped in a reasonable amount of time.
19. Dishes and utensils should be scraped and rinsed immediately after use and stacked neatly so they may be taken to dish washing area. If you burn it on – you wash it off! Student's are responsible for washing and returning dishes and utensils to proper place that they used at the end of lab period.
20. All kitchen and storage areas will be cleaned, reorganized, and sanitized during clean-up period at the end of each lab session. All leftovers must be properly stored and marked. Equipment and utensils should be cleaned and returned to proper storage places. Garbage and boxes should be taken out and the floor swept.
21. Students are to use their own knife set and garnish set and they are responsible for those sets at all times.
22. Do not spray perfume or cologne on in the classroom, lab, or locker area. Some students could be allergic or sensitive to those items.

ABSOLUTELY NO HORSEPLAY!

CONTEST

Culinary Director and instructors will review information and requirements for scheduled contest. A student meeting the required guidelines set up by the culinary department will have the opportunity to participate in competitions.

TESTING

There will be a makeup day per term. This date will be announced during orientation at the beginning of each term. Late test/s will be docked one letter grade.

GRADING SYSTEM

The grades you earn for all classes are based on the following percentage scale:

PERCENTAGE SCALE	LETTER GRADE	NUMERICAL GRADE
100 - 90	A	4
89 - 80	B	3
79 - 70	C	2
69 - 60	D	1
59 - 0	F	0

Students may compute their GPA at any time by following this example:

COURSE	CREDIT HOURS	X	NUMERICAL GRADE	=	GRADE POINTS
Principles of Cooking	4		4 (A)		16
Foodservice Lab I	2		3 (B)		6
Culinary Skills	3		2 (C)		6
Dining Service	2		1 (D)		2

CREDIT HOURS ATTEMPTED= 11

TOTAL GRADE POINTS= 30

Total Grade Points ÷ Credit Hours Attempted = Grade Point Average
(30 divided by 11 = 2.73 GPA)

Should a student detect any errors concerning his/her grades, he/she should notify the school within two weeks after the grades have been distributed. The student should check any individual grade questions immediately with the instructor who issued the grade. If students have questions regarding their GPA, they should contact their instructor or the Culinary Arts Program Director.

PORTFOLIO

All students are encouraged to purchase a binder their first term to be used as a portfolio. Every term the student will have display project pictures, letters of recommendations, and certifications professionally to document their progress. Portfolios are a must in today's industry for a job.

PLACEMENT

The ability of a student to get a job in his/her career field upon graduation is a very important part of the educational process. The department, working cooperatively with each student, will do everything possible to see that his objective is met.

- 1) The student is responsible to actively seeking employment. We can help, but finding a job is the student's responsibility.
- 2) The department will keep students informed of available jobs of which we are notified. We will send resumes and grades and host of interviewers when applicable.
- 3) The department maintains a list of job openings on line at: acfofsoutheasterniowa.org
- 4) The student should provide the department with placement data, once a job is accepted.

CULINARY ARTS PROGRAM FALL TERM START CHEF / BAKING

TERM I FALL

CSC105	COMPUTER ESSENTIALS	1CR	<i>COMPUTER</i>
HCM261	MATH PRINCIPLES	1CR	
HCM101	SAFETY / SANITATION	1CR	
HCM202	FOOD SERVICE LAB 1	2CR	
HCM102	FOOD SERVICE TECHNOLOGY	1CR	
HCM163	CULINARY SKILLS (LAB)	3CR	
XXXXX	APPROVED CULTURE COURSE	3CR	<i>CULTURE</i>
		TOTAL	12CR

TERM II WINTER

HCM203	FOODSERVICE LAB 2	2CR	
HCM146	COLD FOOD PRINCIPLES (LEC)	1CR	
HCM145	GARDE MANGER (LAB)	3CR	
HCM232	CULINARY NUTRITION (LEC/LAB)	2CR	
XXXXX	APPROVED CULTURE COURSE	2CR	<i>CULTURE</i>
		TOTAL	10CR

TERM III SPRING

BUS102	INTRODUCTION TO BUSINESS	3CR	
HCM200	DINING SERVICE	2CR	
HCM150	SHELLFISH, POULTRY, & MEATS (LEC)	1CR	
HCM149	PRINCIPLES OF COOKING (LAB)	4CR	
HCM151	STOCKS, SOUPS, & SAUCES	1CR	
XXXXX	APPROVED COMMUNICATION COURSE	3CR	<i>COMMUNICATION</i>
		TOTAL	14CR

TERM IV SUMMER

HCM264	CULINARY COMPUTER APPLICATIONS	2CR	
HCM114	BASIC BAKING (LEC)	2CR	
HCM115	BASIC BAKING (LAB)	4CR	
HCM201	FINE DINING EXPERIENCE (LAB)	1CR	
XXXXX	APPROVED SCIENTIFIC SYSTEMS COURSE	3CR	<i>SCIENCE</i>
		TOTAL	12CR

TERM V FALL

MGT101	PRINCIPLES OF MANAGEMENT	3CR	
HCM118	ADVANCED BAKING (LEC)	2CR	
HCM119	ADVANCED BAKING (LAB)	4CR	
XXXXX	APPROVED MATHEMATICAL REASONING COURSE	2CR	<i>MATHEMATICS</i>
ECN110	INTRODUCTION TO ECONOMICS OR	3CR	
BUS220	INTRODUCTION TO INTERNATIONAL BUSINESS		
		TOTAL	14CR

TERM VI WINTER

MKT110	PRINCIPLES OF MARKETING	3CR	
HCM211	CULINARY MANAGEMENT	4CR	
HCM341	CATERING AND BANQUETING (LEC/LAB)	2CR	
HCM174	INTERNATIONAL CUISINE (LAB) OR	4CR	
HCM184	INTERNATIONAL CUISINE EXCURSION I OR	6CR	
HCM185	INTERNATIONAL CUISINE EXCURSION II		
		TOTAL	13CR OR 15CR

TERM VII SPRING

HCM512	CULINARY INTERNSHIP	2CR	(1 ST 6 WEEKS)
HCM400	FOOD SERVICE ENTREPRENEURSHIP (LEC)	3CR	(2 ND 6 WEEKS)
HCM401	CULINARY INDUSTRY	3CR	(2 ND 6 WEEKS)
		TOTAL	8CR
		TOTAL	83CR OR 85CR

CULINARY ARTS PROGRAM FALL TERM START BAKING / CHEF

TERM I FALL

CSC105	COMPUTER ESSENTIALS	1CR	<i>COMPUTER</i>
HCM261	MATH PRINCIPLES	1CR	
HCM101	SAFETY AND SANITATION	1CR	
HCM202	FOOD SERVICE LAB 1	2CR	
HCM102	FOOD SERVICE TECHNOLOGY	1CR	
HCM163	CULINARY SKILLS (LAB)	3CR	
XXXXX	APPROVED CULTURE COURSE	3CR	<i>CULTURE</i>
		TOTAL	12CR

TERM II WINTER

HCM264	CULINARY COMPUTER APPLICATIONS	2CR	
HCM114	BASIC BAKING (LEC)	2CR	
HCM115	BASIC BAKING (LAB)	4CR	
HCM200	DINING SERVICE	2CR	
XXXXX	APPROVED CULTURE COURSE	2CR	<i>CULTURE</i>
		TOTAL	12CR

TERM III SPRING

BUS102	INTRODUCTION TO BUSINESS	3CR	
HCM118	ADVANCED BAKING (LEC)	2CR	
HCM119	ADVANCED BAKING (LAB)	4CR	
XXXXX	APPROVED COMMUNICATION COURSE	3CR	<i>COMMUNICATION</i>
		TOTAL	12CR

TERM IV SUMMER

HCM203	FOODSERVICE LAB 2	2CR	
HCM146	COLD FOOD PRINCIPLES (LEC)	1CR	
HCM145	GARDE MANGER (LAB)	3CR	
HCM232	CULINARY NUTRITION (LEC/LAB)	2CR	
XXXXX	APPROVED SCIENTIFIC SYSTEMS COURSE	3CR	<i>SCIENCE</i>
		TOTAL	11CR

TERM V FALL

MGT101	PRINCIPLES OF MANAGEMENT	3CR	
HCM150	SHELLFISH, POULTRY, & MEATS (LEC)	1CR	
HCM149	PRINCIPLES OF COOKING (LAB)	4CR	
HCM151	STOCKS, SOUPS, & SAUCES	1CR	
HCM201	FINE DINING EXPERIENCE (LAB)	1CR	
XXXXX	APPROVED MATHEMATICS REASONING COURSE	2CR	<i>MATHEMATICS</i>
ECN110	INTRODUCTION TO ECONOMICS OR	3CR	
BUS220	INTRODUCTION TO INTERNATIONAL BUSINESS		
		TOTAL	15CR

TERM VI WINTER

MKT110	PRINCIPLES OF MARKETING	3CR	
HCM211	CULINARY MANAGEMENT	4CR	
HCM341	CATERING AND BANQUETING (LEC/LAB)	2CR	
HCM174	INTERNATIONAL CUISINE (LAB) OR	4CR	
HCM184	INTERNATIONAL CUISINE EXCURSION I OR	6CR	
HCM185	INTERNATIONAL CUISINE EXCURSION II		
		TOTAL	13CR OR 15CR

TERM VII SPRING

HCM512	CULINARY INTERNSHIP	2CR	(1 ST 6 WEEKS)
HCM400	FOOD SERVICE ENTREPRENEURSHIP	3CR	(2 ND 6 WEEKS)
HCM401	CULINARY INDUSTRY	3CR	(2 ND 6 WEEKS)
		TOTAL	8CR
		TOTAL	83CR OR 85CR

CULINARY ARTS PROGRAM SPRING TERM START BAKING / CHEF

TERM I SPRING

CSC105	COMPUTER ESSENTIALS	1CR	<i>COMPUTER</i>
HCM261	MATH PRINCIPLES	1CR	
HCM101	SAFETY AND SANITATION	1CR	
HCM202	FOOD SERVICE LAB 1	2CR	
HCM102	FOOD SERVICE TECHNOLOGY	1CR	
HCM163	CULINARY SKILLS (LAB)	3CR	
XXXXX	APPROVED CULTURE COURSE	3CR	<i>CULTURE</i>
		TOTAL	12CR

TERM II SUMMER

HCM264	CULINARY COMPUTER APPLICATION	2CR	
HCM114	BASIC BAKING (LEC)	2CR	
HCM115	BASIC BAKING (LAB)	4CR	
HCM200	DINING SERVICE	2CR	
XXXXX	APPROVED SCIENTIFIC SYSTEMS COURSE	3CR	<i>SCIENCE</i>
		TOTAL	13CR

TERM III FALL

MGT101	PRINCIPLES OF MANAGEMENT	3CR	
HCM118	ADVANCENT BAKING (LEC)	2CR	
HCM119	ADVANCENT BAKING (LAB)	4CR	
XXXXX	APPROVED MATHEMATICS REASONING COURSE	2CR	<i>MATHEMATICS</i>
ECN110	INTRODUCATION TO ECONOMICS OR	3CR	
BUS220	INTRODUCATION TO INTERNATIONAL BUSINESS		
		TOTAL	14CR

TERM IV WINTER

HCM203	FOOD SERVICE LAB 2	2CR	
HCM146	COLD FOOD PRINCIPLES (LEC)	1CR	
HCM145	GARDE MANGER (LAB)	3CR	
HCM232	CULINARY NUTRITION (LEC/LAB)	2CR	
XXXXX	APPROVED CULTURE COURSE	2CR	<i>CULTURE</i>
		TOTAL	10CR

TERM V SPRING

BUS102	INTRODUCTION TO BUSINESS	3CR	
HCM150	SHELLFISH, POULTRY AND MEATS (LEC)	1CR	
HCM149	PRINCIPLES OF COOKING (LAB)	4CR	
HCM151	STOCKS, SAUCES, AND SOUPS	1CR	
HCM201	FINE DINNING EXPERIENCE (LAB)	1CR	
XXXXX	APPROVED COMMUNICATION COURSE	3CR	<i>COMMUNICATION</i>
		TOTAL	13CR

TERM VI SUMMER

MKT101	PRINCIPELS OF MARKETING	3CR	
HCM211	CULINARY MANAGEMENT	4CR	
HCM341	CATERING AND BANQUETING (LEC/LAB)	2CR	
HCM174	INTERNATIONAL CUISINE (LAB) OR	4CR	
HCM184	INTERNATIONAL CUISINE EXCURSION I OR	6CR	
HCM185	INTERNATIONAL CUISINE EXCURSION II		
		TOTAL	13CR OR 15CR

TERM VII FALL

HCM512	CULINARY INTERNSHIP	2CR	(1 ST 6 WEEKS)
HCM400	FOOD SERVICE ENTREPRENEURSHIP	3CR	(2 ND 6 WEEKS)
HCM401	CULINARY INDUSTRY	3CR	(2 ND 6 WEEKS)
		TOTAL	8CR
		TOTAL	83CR OR 85CR

CULINARY ARTS PROGRAM SPRING TERM START CHEF / BAKING

TERM 1 SPRING

CSC101	COMPUTER ESSENTIALS	1CR	<i>COMPUTER</i>
HCM261	MATH PRINCIPLES	1CR	
HCM101	SAFETY AND SANITATION	1CR	
HCM202	FOODSERVICE LAB 1	2CR	
HCM102	FOODSERVICE TECHNOLOGY	1CR	
HCM163	CULINARY SKILLS	3CR	
XXXXXX	APPROVED CULTURE COURSE	3CR	<i>CULTURE</i>
	TOTAL	12CR	

TERM 2 SUMMER

HCM203	FOOD SERVICE LAB 2	2CR	
HCM146	COLD FOOD PRINCIPLES	1CR	
HCM145	GARDE MANGER	3CR	
HCM232	CULINARY NUTRITION	2CR	
XXXXXX	APPROVED SCIENTIFIC SYSTEMS COURSE	3CR	<i>SCIENCE</i>
	TOTAL	11CR	

TERM 3 FALL

MGT101	PRINCIPLES OF MANAGEMENT	3CR	
HCM150	SHELLFISH, POULTRY AND MEATS	1CR	
HCM149	PRINCIPLES OF COOKING	4CR	
HCM151	STOCKS, SAUCES, AND SOUPS	1CR	
HCM201	FINE DINNING EXPERIENCE	1CR	
XXXXXX	APPROVED MATHEMATICS REASONING COURSE	2CR	<i>MATHEMATICS</i>
	TOTAL	12CR	

TERM 4 WINTER

HCM264	CULINARY COMPUTER APPLICATION	2CR	
HCM114	BASIC BAKING	2CR	
HCM115	BASIC BAKINGLAB	4CR	
HCM200	DINING SERVICE	2CR	
XXXXXX	APPROVED CULTURE COURSE	2CR	<i>CULTURE</i>
	TOTAL	12CR	

TERM 5 SPRING

HCM118	ADVANCED BAKING	2CR	
HCM119	ADVANCED BAKING LAB	4CR	
BUS102	INTRODUCTION TO BUSINESS	3CR	
ECN110	INTRODUCTION TO ECONOMICS	OR	3CR
BUS220	INTRODUCTION TO INTERNATIONAL BUSINESS	3CR	
XXXXXX	APPROVED COMMUNICATION COURSE	3CR	<i>COMMUNICATION</i>
	TOTAL	15CR	

TERM 6 SUMMER

MKT101	PRINCIPLES OF MARKETING	3CR	
HCM211	CULINARY MANAGEMENT	4CR	
HCM341	CATERING AND BANQUETING	2CR	
HCM174	INTERNATIONAL CUISINE	OR	4CR
HCM184	INTERNATIONAL CUISINE EXCURSION I	OR	6CR
HCM185	INTERNATIONAL CUISINE EXCURSION II	6CR	
	TOTAL	13CR	OR 15CR

TERM 7 FALL

HCM512	CULINARY INTERNSHIP	2CR	<i>1ST SIX WEEKS</i>
HCM400	FOOD SERVICE ENTREPRENEURSHIP	3CR	<i>2ND SIX WEEKS</i>
HCM401	CULLINARY INDUSTRY	3CR	<i>2ND SIX WEEKS</i>
	TOTAL	8CR	
	TOTAL	83CR	OR 85CR

CULINARY ARTS BAKING DIPLOMA

TERM 1 FALL OR SPRING

CSC105	COMPUTER ESSENTIALS	1cr	COMPUTER
HCM261	MATH PRINCIPLES	1cr	
HCM101	SAFETY AND SANITATION	1cr	
HCM202	FOOD SERVICE LAB 1	2cr	
HCM102	FOOD SERVICE TECHNOLOGY	1cr	
HCM163	CULINARY SKILLS (LAB)	3cr	
XXXXXX	APPROVED CULTURE COURSE	3cr	CULTURE
TOTAL		12cr	

TERM 2 WINTER OR SUMMER

HCM264	CULINARY COMPUTER APPLIATIONS	2cr	
HCM114	BASIC BAKING (LECTURE)	2cr	
HCM115	BASIC BAKING (LAB)	4cr	
HCM200	DINING SERVICE	2cr	
XXXXXX	APPROVED CULTURE COURSER2cr	2cr	CULTURE
TOTAL		12cr	

TERM 3 SPRING OR FALL

BUS102	INTRODUCTION TO BUSINESS	3cr	
HCM118	ADVANCED BAKING (LECTURE)	2cr	
HCM119	ADVANCED BAKING (LAB)	4cr	
XXXXXX	APPROVED COMMUNICATION COURSE	3cr	COMMUNICATION
TOTAL		12cr	
TOTAL CREDIT HOURS		36cr	

CULINARY ARTS CHEF DIPLOMA

TERM 1 FALL OR SPRING

CSC105	COMPUTER ESSENTIALS	1cr	COMPUTER
HCM261	MATH PRINCIPLES	1cr	
HCM101	SAFETY AND SANITATION	1cr	
HCM202	FOOD SERVICE LAB 1	2cr	
HCM102	FOOD SERVICE TECHNOLOGY	1cr	
HCM163	CULINARY SKILLS (LAB)	3cr	
XXXXXX	APPROVED CULTURE COURSE	3cr	CULTURE
TOTAL		12cr	

TERM 2 WINTER OR SUMMER

HCM203	FOOD SERVICE LAB	2cr	
HCM146	COLD FOOD PRINCIPLES	1cr	
HCM145	GARDE MANGER (LAB)	3cr	
HCM232	CULINARY NUTRITON (LECT/LAB)	2cr	
XXXXXX	APPROVED CULTURE COURSE	2cr	CULTURE
TOTAL		10cr	

TERM 3 SPRING OR FALL

BUS102	INTRODUCTION TO BUSINESS	3cr	
HCM200	DINING SERVICE	2cr	
HCM150	SHELLFISH, POULTRY, & MEATS (LECTURE)	1cr	
HCM149	PRINCIPLES OF COOKING	4cr	
HCM151	STOCKS, SOUPS, & SAUCES	1cr	
XXXXXX	APPROVED COMMUNICATION COURSE	3cr	COMMUNICATION
TOTAL		14cr	
TOTAL CREDIT HOURS		36cr	

Hospitality, Culinary Arts and Mg

HCM101 Safety/Sanitation(CA107V) 1

This course introduces the basic principles of safety and sanitation and their relationship to the foodservice industry. Topics include personal hygiene, safety and sanitation regulations, use and care of equipment, and the principles of foodborne illness and other special topics.

HCM102 Food Service Technology(CA120V) 1

This course offers a broad overview of the food service industry with emphasis placed upon sanitation and safety, terminology, equipment, structure of the recipe, mise en place, and basic principles of cooking. The student should become aware of what a foodservice career offers and what a successful foodservice career involves.

HCM114 Basic Baking (lec)(CA146V) 2

This course will allow the student the use of weights and measurements as it relates to a retail bakery. The student will learn various ingredients and will learn to mix, blend, and combine ingredients into bakery products. The use of scales, utensils, and bakery equipment will be included. Prerequisites: HCM101 Safety/Sanitation HCM102 Food Service Technology and HCM163 Culinary Skills (lab).

HCM115 Basic Baking (lab)(CA147V) 4

This course is a basic introduction to the study of methods in producing various sweet goods and breads. The student will learn manipulative skills and use equipment in baking a variety of sweet goods and breads. Prerequisites: HCM261 Math Principles, HCM101 Safety/Sanitation, HCM102 Food Service Technology and HCM163 Culinary Skills (lab).

HCM118 Advanced Baking (lec)(CA156V) 2

This course focuses on the study of baking with ingredients to develop a more profound understanding of baking methods. Information will be presented to the student in the making of unique and elegant creations. Prerequisites: HCM114 Basic Baking (lec) and HCM115 Basic Baking (lab).

HCM119 Advanced Baking (lab)(CA157V) 4

This course will introduce pastry and bread techniques for the more advanced baking professional. The student prepares advanced pastry and bread items under real life production conditions for demand and volume. Prerequisites: HCM114 Basic Baking (lec) and HCM115 Basic Baking (lab).

HCM145 Garde Manger(lab)(CA139V) 3

This course allows the student to apply knowledge of fruits, vegetables, and starches to prepare, garnish, and merchandise a variety of main course, accompaniment, and dessert salads, sandwiches, and hors d'oeuvres. Prerequisites: HCM101 Safety/ Sanitation, HCM102 Foodservice Technology, and HCM163 Culinary Skills (lab).

HCM146 Cold Food Principles(lec)(CA117V) 1

This course content ranges from the simple identification of fruits, vegetables, and starches to the presentation of an elegant salad buffet. The student will learn how the color, texture, and other characteristics of these products can be blended to prepare salads, sandwiches, and hors d'oeuvres. Prerequisites: HCM101 Safety/ Sanitation and HCM102 Foodservice Technology.

HCM149 Principles of Cooking (lab)(CA143V) 4

This course will allow students to prepare meats, poultry, fish and shellfish entrees with accompaniment dishes using all methods of cooking. Prerequisites: HCM101 Safety/Sanitation, HCM102 Food Service Technology, and HCM163 Culinary Skills (lab).

HCM150 Shellfish, Poultry, Meats(lec)(CA142V) 1

This course will introduce the composition and structure of meats, poultry, fish and shellfish so the student can understand the relationship between structure and cooking technique. Quality assurance and grading will be covered along with proper handling, cooking, and storage. Prerequisites: HCM101 Safety/Sanitation, HCM102 Food Service Technology, and HCM163 Culinary Skills (lab).

HCM151 Stocks, Soups, Sauces(CA145V) 1

This course will provide the foundation for the sauces and soups of fine cuisines. The student will develop knowledge of and skill in the relationship between the preparation of quality stocks, soups, and sauces. Prerequisites: HCM101 Safety/Sanitation, HCM102 Food Service Technology, and HCM163 Culinary Skills (lab).

HCM163 Culinary Skills(lab)(CA130V) 3

This course will instruct students in basic culinary skills. Students will become familiar with the safe operation of food processing equipment, develop hand skills, and practice proper sanitation techniques. Development of good work habits and effective use of time and work space will be emphasized.

HCM174 International Cuisine (lab)(CA161V) 4

This course will allow the student to explore a variety of cultures and ethnic cuisines by planning, preparing, and serving theme dinners. Prerequisites: HCM150 Shellfish, Poultry, and Meats, (lec), HCM149 Principles of Cooking (lab), and HCM151 Stocks, Soups, Sauces.

HCM184 International Cuisine Excursion 1 6

This course will allow the student to explore a variety of cultures and cuisine by traveling abroad, learning international culinary techniques, experiencing cultural exchanges and networking globally in preparation for a career in foodservice.

- HCM185 International Cuisine Excursion 2** 6
This course will allow the student to explore a variety of cultures and cuisine by traveling abroad, learning international culinary techniques, experiencing cultural exchanges and networking globally in preparation for a career in foodservice.
- HCM200 Dining Service(CA141V)** 2
This course will help the student acquire the skills to communicate with culinary employers, employees, and customers. The student will develop professional skills in table side and banquet service. Students should be aware that several lab hours are outside of the regular academic day.
- HCM201 Fine Dining Experience (lab)(CA148V)** 1
This course will provide the student with experience in advanced table side service from a fine dining perspective. The legal aspects of beverage service. Pairing foods and beverages, marketing, and cost control will also be presented. Students should be aware that several lab hours are outside the regular academic day. Prerequisite: HCM200 Dining Service.
- HCM202 Food Service Lab 1(CA113V)** 2
This course allows the student to learn the value of customer service along with the importance of portion control and suggestive selling techniques while applying sanitation and safety practices in a simulated work environment.
- HCM203 Food Service Lab 2(CA114V)** 2
This course will use a simulated work environment for the student to develop awareness of customer needs in advanced leadership skills. Student will follow a master cleaning schedule while applying sanitation and safety practices. Prerequisite: HCM202 Foodservice Lab I.
- HCM211 Culinary Management(CA163V)** 4
This course is an introduction to the responsibilities and techniques involved in getting the job done through other people with emphasis on people skills and communication. Various management styles will be presented. Also covered will be the supervisor's role in planning for profit. Prerequisites: BUS102 Introduction to Business and MGT101 Principles of Management.
- HCM232 Culinary Nutrition(lec/lab)(CA140V)** 2
This course is a practical and systematic look at nutritional essentials to help foodservice professionals develop a philosophy about healthy eating. The course also provides guidelines for recipe adaptation and menu planning. Prerequisites: HCM101 Safety/Sanitation, HCM102 Food Services Technology, and HCM163 Culinary Skills (lab).
- HCM261 Math Principles(CA104V)** 1
This course will use relevant math problems to provide the student with knowledge used in the foodservice industry. The student will develop math skills in solving problems using whole numbers, fractions, decimals, percents and measurement formulas.
- HCM264 Culinary Computer Apps.(CA144V)** 2
This course focuses on various methods of manual record keeping as they pertain to the daily operation of a foodservice establishment. These records will then be applied to a computer using Microsoft Excel and Microsoft Word software. Prerequisite: CSC105 Computer Essentials.
- HCM341 Catering and Banqueting(CA165V)** 2
This course reinforces skills specific to banquet and catering preparation and service. Emphasis is on quality, quantity, setup, timing, service, event planning, and execution of catering and banquet techniques. Prerequisites: HCM146 Cold Food Principles (lec), HCM145 Garde Manager (lab), and HCM149 Principles of Cooking (lab).
- HCM400 Food Service Entrep. (lec)(CA173V)** 3
In this course, the student will design a restaurant or bakery business from beginning to opening day. The student will follow a detailed outline, which covers all areas of each planning stage. Students should be aware that several research hours are outside of the regular academic day. Prerequisites: MGT101 Principles of Management and HCM211 Culinary Management.
- HCM401 Culinary Industry(CA175V)** 3
This course will be a review of the culinary profession and a synthesis of the knowledge and experience gained throughout this Culinary Arts program of study. The student will focus on major subject areas that pertain to success in the culinary industry. Prerequisites: MGT101 Principles of Management and HCM211 Culinary Management.
- HCM405 Culinary Competition(CA149V))** 1
The student will be introduced to team and individual building skills. The student will be introduced to time management and organizational skills. Prerequisite: Permission of instructor.
- HCM512 Culinary Internship(CA171V)** 2
This course will provide the student with valuable work experience directly related to his/her vocational course. Additional culinary skills will be provided by actual experience in the industry. The student will be required to establish acceptable and measurable objectives to be met during the internship. Prerequisites: HCM174 International Cooking Cuisine (lab), HCM211 Culinary Management and HCM341 Catering and Banqueting (lec/lab).

General Education Courses for Culinary Arts ASSOCIATE OF APPLIED SCIENCE DEGREE

Approved General Education Courses for Culinary Arts

Computer	CSC105	Computer Essentials	Fall or Spring
Culture	PSY112	Psychology of Human Relations	Fall or Spring
Culture	PHI145	Introduction to Ethical Conflicts	Winter
Communication	SPC101	Fundamentals of Oral Communications	Spring
Mathematics Reasoning	MAT105	Elements of Contemporary Math	Fall
Scientific Systems	PHS184	Introduction to Earth Science – Lecture	Summer
		And	
	PHI186	Introduction to Earth Science - Lab	Summer
		OR	
Scientific Systems	ENV105	Introduction Environmental Science - Lecture	Summer
		And	
	ENV106	Introduction Environmental Science - Lab	Summer

Required General Education Courses for Culinary Arts

	BUS102	Introduction to Business	Spring
	MGT101	Principles of Management	Fall
	ECN110	Introduction to Economics	Fall or Spring
		OR	
	BUS220	Introduction to International Business	Fall or Spring
	MKT110	Principles of Marketing	Winter or Summer

GENERAL EDUCATION COURSES FOR CULINARY ARTS

CHEF DIPLOMA

Approved General Education Courses for Chef Diploma

Computer	CSC105	Computer Essentials	Fall or Spring
Culture	PSY112	Psychology of Human Relations	Fall or Spring
Culture	PHI145	Introduction to Ethical Conflicts	Winter or Summer
Communication	SPC101	Fundamental of Oral Communications	Fall or Spring

Required General Education Courses for Chef Diploma

	BUS102	Introduction to Business	Fall or Spring
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BAKING DIPLOMA

Approved General Education Courses for Baking Diploma

Computer	CSC105	Computer Essentials	Fall or Spring
Culture	PSY112	Psychology of Human Relations	Fall or Spring
Culture	PHI145	Introduction to Ethical Conflicts	Winter or Summer
Communication	SPC101	Fundamental of Oral Communications	Fall or Spring

Required General Education Courses for Baking Diploma

	BUS102	Introduction to Business	Fall or Spring
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ASSOCIATE OF APPLIED SCIENCE GENERAL EDUCATION CORE

All students earning the Associate of Applied Science degree must complete general education courses distributed over the content areas listed below. For more information see individual program requirements.

General Education Core

- A. **Communication**
COM 140, 142, 149
ENG 101, 105, 106, 111, 225, 230
SPC 101, 112, 122

- B. **Computer/Information Literacy**
CSC 105, 110

- C. **Culture**
ANT 100, 105
ART 100, 101, 103, 104, 108, 200, 201, 202
CLS 106, 150, 155, 175, 185, 215, 216, 217, 222
DRA 108, 110, 109, 210,
FLF 131, 132, 133, 145, 231, 232, 233, 245
FLS 131, 132, 133, 153, 154, 231, 232, 233
GEO 121
HIS 110, 111, 121, 125, 141, 151, 152, 214, 257
HUM 135, 136 137, 145, 205, 210
LIT 101, 110, 112, 113, 140, 141, 150, 152, 153, 157, 161, 165, 167, 168, 171, 175, 181, 802, 804, 806
MUS 100, 108, 202, 293
PHI 101, 105, 114, 120, 121, 145
POL 111, 121
PSY 111, 112, 121, 211, 223, 226, 241, 251, 281
REL 101
SOC 110, 115, 120, 135, 147, 170, 240, 261, 280
WST 101

- D. **Mathematical Reasoning**
MAT 101, 105, 110, 117, 118, 120, 125, 140, 156, 161, 210, 216, 219

- E. **Scientific Systems**
AGA 154
BIO 101, 103, 120, 121, 122, 127, 161, 175, 176, 178, 179, 187, 199
CHM 121, 132, 157, 158, 159, 166, 176, 251, 252, 253
EGR 400, 410, 420, 440
ENV 105, 106, 110, 142
PHS 184, 186
PHY 101, 102, 151, 152, 153, 200, 201, 202
SCI 130

Revised June, 2013

**Indian Hills Community College
Culinary Department**

Check the appropriate program:

_____ Culinary Assistant Chef - Diploma

_____ Culinary Assistant Baker - Diploma

_____ Culinary Arts - AAS

Consent: Release of Information:

I, _____, authorize Indian Hills Community College
(print name)

to release the following information to food service facilities for potential employment evaluation purposes:

attendance record
grade point average
instructor evaluations of skills and abilities

() Yes () No

I also consent that Indian Hills Community College may release my name, home address, and telephone number to employment recruiters.

() Yes () No

Signed

Date

INDIAN HILLS COMMUNITY COLLEGE
CULINARY ARTS — Graduation Checklist
 (At least 84 sem. hrs & a 2.0 GPA needed to graduate.)*

Name _____ ID or SS# _____ Date _____

1st Term: Core Courses	Program Name	Credits	Term: 1
CSC105	Computer Essentials	1	_____
HCM261	Math Principles	1	_____
HCM101	Safety/Sanitation	1	_____
HCM202	Food Service Lab 1	2	_____
HCM102	Food Service Technology	1	_____
HCM163	Culinary Skills	3	_____
XXXXXX	Approved Culture Course	3	_____
	Total	12	
2nd Term: Core Courses	Program Name		Term: 2
HCM264	Culinary Computer Applications	2	_____
HCM114	Basic Baking -LEC	2	_____
HCM115	Basic Baking-LAB	4	_____
HCM200	Dining Service	2	_____
XXXXXX	Approved Culture Course	3	_____
	Total	13	
3rd Term: Core Courses	Program Name		Term: 3
BUS102	Introduction to Business	3	_____
HCM118	Advanced Baking-LEC	2	_____
HCM119	Advanced Baking-LAB	4	_____
XXXXX	Approved Communication Course	3	_____
	Total	12	
4th Term: Core Courses	Program Name		Term: 4
HCM203	Foodservice Lab 2	2	_____
HCM146	Cold Food Principles	1	_____
HCM145	GardeManager	3	_____
HCM232	Culinary Nutrition	2	_____
XXXXXX	Approved Scientific Systems Course	3	_____
	Total	11	
5th Term: Core Courses	Program Name		Term: 5
MGT101	Principles of Management	3	_____
ECN110 OR	Introduction to Economics	3	_____
BUS220	Introduction to International Business		_____
HCM201	Fine Dining Experience	1	_____
HCM150	Shellfish, Poultry, & Meats	1	_____
HCM149	Principles of Cooking	4	_____
HCM151	Stocks, Soups, & Sauces	1	_____
XXXXXX	Approved Math Reasoning Course	2	_____
	Total	15	
6th Term: Core Courses	Program Name		Term: 6
MKT110	Principles of Marketing	3	_____
HCM211	Culinary Management	4	_____
HCM341	Catering and Banqueting	2	_____
HCM174	International Cuisine	4	_____
	Total	13	
7th Term: Core Courses	Program Name		Term: 7
HCM512	Culinary Internship	2	_____
HCM400	Food Service Entrepreneurship	3	_____
HCM401	Culinary Industry	3	_____
	Total	8	

***It is the student's responsibility to see that ALL requirements are scheduled and completed.**
Counselors are available to help you

INDIAN HILLS COMMUNITY COLLEGE
CULINARY ARTS BAKING- Graduation Checklist
(At least 37 sem. hrs & a 2.0 GPA needed to graduate.)*

Name _____ ID or SS# _____ Date _____

1st Term: Core Courses	Program Name	Credits	Term: 1
CSC105	Computer Essentials	1	_____
HCM261	Math Principles	1	_____
HCM101	Safety/Sanitation	1	_____
HCM202	Food Service Lab 1	2	_____
HCM102	Food Service Technology	1	_____
HCM163	Culinary Skills	3	_____
XXXXXX	Approved Culture Course	3	_____
	Total	12	

2nd Term: Core Courses	Program Name		Term: 2
HCM264	Culinary Computer Applications	2	_____
HCM114	Basic Baking -LEC	2	_____
HCM115	Basic Baking-LAB	4	_____
HCM200	Dining Service	2	_____
XXXXXX	Approved Culture Course	3	_____
	Total	13	

3rd Term: Core Courses	Program Name		Term: 3
BUS102	Introduction to Business	3	_____
HCM118	Advanced Baking-LEC	2	_____
HCM119	Advanced Baking-LAB	4	_____
XXXXX	Approved Communication Course	3	_____
	Total	12	

***It is the student's responsibility to see that ALL requirements are scheduled and completed.**
Counselors are available to help you

INDIAN HILLS COMMUNITY COLLEGE
CULINARY ARTS CHEF- Graduation Checklist
(At least 37 sem. hrs & a 2.0 GPA needed to graduate.)*

Name _____ ID or SS# _____ Date _____

1st Term: Core Courses	Program Name	Credits	Term: 1
CSC105	Computer Essentials	1	_____
HCM261	Math Principles	1	_____
HCM101	Safety/Sanitation	1	_____
HCM202	Food Service Lab 1	2	_____
HCM102	Food Service Technology	1	_____
HCM163	Culinary Skills	3	_____
XXXXXX	Approved Culture Course	3	_____
	Total	12	

2nd Term: Core Courses	Program Name		Term: 2
HCM203	Foodservice Lab 2	2	_____
HCM146	Cold Food Principles	1	_____
HCM145	GardeManager	3	_____
HCM232	Culinary Nutrition	2	_____
XXXXXX	Approved Culture Course	3	_____
	Total	11	

3rd Term: Core Courses	Program Name		Term: 3
BUS102	Introduction to Business	3	_____
HCM200	Dining Service	2	_____
HCM150	Shellfish, Poultry, & Meats	1	_____
HCM149	Principles of Cooking	4	_____
HCM151	Stocks, Soups, & Sauces	1	_____
XXXXXX	Approved Communication Course	3	_____
	Total	14	

***It is the student's responsibility to see that ALL requirements are scheduled and completed.**
Counselors are available to help you

Culinarian's Code

I pledge my professional knowledge and skill to the advancement of our profession and to pass it on to those that are to follow.

I shall foster a spirit of courteous consideration and cooperation within our profession.

I shall place honor and the standing of our profession before personal advantage.

I shall not use unfair means to affect my professional advancement or to injure the chances of another colleague to secure and hold employment.

I shall be fair, courteous and considerate in my dealings with culinary colleagues.

I shall conduct any necessary comment on, or criticism of, the work of my professional colleagues with careful regard for the good name and dignity of the culinary profession, and will scrupulously refrain from criticism to gain personal advantage.

I shall never expect anyone to subject themselves to risks which I would not be willing to assume myself.

I shall help to protect all members against one another from within our profession.

I shall be just and enthusiastic about the success of others as I am about my own.

I shall be too big for worry, too noble for anger, too strong for fear and too happy to permit the pressure of business to hurt anyone, within or without the profession.

SCHOOL CALENDAR 2015-2016 INDIAN HILLS COMMUNITY COLLEGE

MONTH	S	M	T	W	T	F	S	
AUGUST 2015				<26	27	X	29	August 26, Fall term begins
	30	31						
SEPTEMBER 2015			1	2	3	X	5	
	6	H	8	9	10	X	12	September 7, Labor Day Holiday
	13	14	15	16	17	X	19	
	20	21	22	23	24	X	26	
	27	28	29	30				
OCTOBER 2015					1	X	3	October 6, Midterm
	4	5	6	7	8	X	10	
	11	12	13	14	15	X	17	
	18	19	20	21	22	X	24	
	25	26	27	28	29	X	31	
NOVEMBER 2015						X	7	
	1	2	3	4	5	X	7	
	8	9	10	11	12	X	14	
	15	16>	<17	18	19	X	21	November 16, Fall term ends; November 17, Winter term begins
	22	23	24	25	H	X	28	November 26, Thanksgiving Holiday
	29	30						
DECEMBER 2015						X	5	
	6	7	8	9	10	X	12	
	13	14	15	16	17	X	19	
	20	XX	XX	XX	H	X	26	December 21-31, Winter Break
	27	XX	XX	XX	H			
JANUARY 2016						X	2	
	3	4	5	6	7	X	9	January 4, classes resume
	10	11	12	13	14	X	16	January 11, Midterm
	17	18	19	20	21	X	23	
	24	25	26	27	28	X	30	
	31							
FEBRUARY 2016						X	6	
	7	8	9	10	11	X	13	
	14	15	16	17	18>	X	20	
	21	<22	23	24	25	X	27	February 18, Winter term ends; February 22, Spring term begins
	28	29						
MARCH 2016						X	5	
	6	7	8	9	10	X	12	
	13	14	15	16	17	X	19	
	20	21	22	23	24	X	26	March 30, Midterm
	27	27	29	30	31			
APRIL 2016						X	2	
	3	H	XX	XX	XX	X	9	April 4-7, Early Spring Break
	10	11	12	13	14	X	16	April 11, classes resume
	17	18	19	20	21	X	23	
	24	25	26	27	28	X	30	
MAY 2016						X	7	
	1	2	3	4	5	X	7	
	8	9	10	11	12	X	14	May 17, Spring term ends
	15	16	17>	XX	XX	X	21	May 18-26, Summer Break
	22	XX	XX	XX	XX	X	28	May 30, Memorial Day Holiday
	29	H	<31					May 31, Summer term begins
JUNE 2016						X	4	
	5	6	7	8	9	X	11	
	12	13	14	15	16	X	18	
	19	20	21	22	23	X	25	
	26	27	28	29	30			
JULY 2016						X	2	
	3	H	5	6	7	X	9	July 4, Independence Day Holiday
	10	11	12	13	14	X	16	July 11, Midterm
	17	18	19	20	21	X	23	
	24	25	26	29	28	X	30	
	31							
AUGUST 2016						X	6	
	7	8	9	10	11	X	13	
	14	15	16	17	18>	X	20	August 18, Summer term ends
	21	XX	XX	XX	XX	X	27	August 22-26, Late Summer break

CALENDAR KEY
< = Term begins
> = Term ends
H = Holiday
X = Four-day week
XX = No School