

STANDARDS OF APPRENTICESHIP

BUCKS COUNTY COMMUNITY COLLEGE

(SPONSOR)

275 SWAMP ROAD

(ADDRESS)

NEWTOWN, PA 18940-4106



Registered With

Pennsylvania Apprenticeship and Training Council

Bureau of Apprenticeship and Training

United States Department of Labor Cooperating

1. DEFINITIONS

Sponsor means BUCKS COUNTY COMMUNITY COLLEGE
who is subscribing to and has signed these Standards of Apprenticeship.

Employer - Generally, an employer means any person or organization who employs an apprentice under these

Apprenticeship Standards and has signed an Employer Acceptance Agreement with the Sponsor.

Employer Acceptance Agreement: The written agreement between the sponsoring organization and the individual employer wishing to participate in the apprenticeship program under which these Standards are registered.

Council means the Pennsylvania Apprenticeship and Training Council of the Department of Labor and Industry, Harrisburg, Pennsylvania.

Apprenticeship Agreement means an Agreement signed by the Employer and the Apprentice. The signature of a parent or guardian is required if the Apprentice is a minor.

Registered Apprenticeship Partners Information Data Base (RAPIDS) - Federal Data Base for Electronic apprentice actions.

Apprentice means an employee of the establishment who is engaged in learning a recognized apprenticeable trade; as defined in Title 34, Labor and Industry, Chapter 83, Welfare of Apprentices, Par. 83.2.

OA means the office of Apprenticeship of the United States Department of Labor.

2. POLICY

On and after the date these Standards of Apprenticeship are duly executed, it shall be the policy of the Employer that all Apprentices employed in the occupations covered herein shall be governed by the terms of these Standards of Apprenticeship.

3. TERM OF APPRENTICESHIP

Apprentices will be given practical training, under supervision for the period set forth under "Work Training Schedule" of the designated apprenticeable trade. The first 1000 hours of apprenticeship will be a period of probation, during which time either party to the Apprenticeship Agreement may terminate the Agreement by notifying the other. However, notification of such cancellations, separations, or releases will be forwarded to the Council.

4. APPRENTICESHIP AGREEMENT

The Apprentices will be placed under a written Apprenticeship Agreement and registered with the Council through the RAPIDS system.

5. QUALIFICATIONS FOR APPRENTICESHIP

Apprentices shall be of legal working age.

6. EQUAL OPPORTUNITY PLEDGE

"The recruitment, selection, employment and training of Apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex. The employer will take affirmative action to provide equal opportunity in apprenticeship and operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30," and Title 34, Labor and Industry, Chapter 81, Equal Opportunity in Apprenticeship Programs.

If and when more than four apprentices are to be employed at one time, affirmative action plans which include selection procedures will be developed by the individual employers in accordance with regulations.

7. CREDIT FOR PREVIOUS EXPERIENCE

An applicant for apprenticeship may be allowed credit on the term of apprenticeship for that portion of his/her experience, whether with the Employer or elsewhere, which is equivalent to any he/she would receive under these Standards of Apprenticeship. Previous experience, with commensurate wages, will be granted only after the record of the applicant has been checked and approved by the Employer. The Council shall be advised of the source and content of such experience.

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8. RESPONSIBILITIES OF THE APPRENTICE

Each Apprentice employed under this Program is expected to apply himself/herself with diligence and care to the various tasks assigned to him/her; to protect the property and interests of the Employer in a proper manner; to respect and to obey the rules of the Employer, realizing that much time, money and effort is expended in affording him/her the opportunity to become a skilled worker.

9. SUPERVISION OF APPRENTICES

The Employer will designate a qualified person with the authority to supervise the training of apprentices. The supervisor will arrange the training under this Program, and keep a simplified but practical report on the progress and classroom activities. He/she will be further authorized to adjust any differences with the Apprentices which may arise from time to time, subject however to the Employer's approval.

10. WORK TRAINING SCHEDULE

Each Apprentice will be given work experience in the major basic trade elements as set forth in the schedule for the designate trade which is attached to these Standards of Apprenticeship, and made a part hereof. The Apprentice shall be trained in safety practices related to operations performed.

11. SAFETY AND HEALTH TRAINING

The Employer shall instruct the Apprentice in safe and healthful work practices and shall insure that the Apprentice is trained in facilities and other environments that are in compliance with either the Occupational Safety and Health Standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970, or State standards that have been found to be at least as effective as the Federal Standards.

12. RELATED INSTRUCTION

The Apprentice shall attend classes of theoretical instruction related to his/her trade for a minimum of 144 hours per year for each year of his/her apprenticeship. Where classes are not available through the local school, other trade, industrial or correspondence courses of equal value may be substituted. Time spent at related trade studies is not to be considered hours of work, nor is the Employer required to pay wages for time spent at related studies, except if required during regular working hours.

Related instructions are to be conducted at

BUCKS COUNTY COMMUNITY COLLEGE
275 SWAMP ROAD
NEWTOWN, PA 18940-4106

13. PERIODIC REVIEW OF PROGRESS

The progress of the Apprentice shall be subject to review by the Employer. Failure to make satisfactory progress by the Apprentice may result in suspension or cancellation of the Apprenticeship Agreement.

14. HOURS OF WORK

Hours of work for Apprentices shall be the same as for Journeyperson's designated trade; except that no apprentice shall be required to work such hours as would interfere with his or her required related studies.

15. NUMBER OF APPRENTICES

The following ratio will be adhered to:

1 - 4 Journeypersons	:	1 Apprentice
5 - 9 Journeypersons	:	2 Apprentices
10-14 Journeypersons	:	3 Apprentices

For each additional unit of five journeypersons regularly employed, one additional apprentice may be employed

16. CERTIFICATE OF COMPLETION OF APPRENTICESHIP

Upon satisfactory completion of training in both practical and related phases, the Employer shall request from the Council, through RAPIDS, a Certificate of Completion.

17. INTERPRETATION

If a difference of opinion should arise in the interpretation of these Standards of Apprenticeship which cannot be adjusted satisfactorily by the Employer, either party to the Apprenticeship Agreement may consult with the Council for clarification.

18. MODIFICATION

These Standards of Apprenticeship may be modified by the sponsor upon approval by the Council. Modification shall not alter effective Apprenticeship Agreements without the consent of all parties concerned. The Council shall be notified of all such modifications.

19. COMPLIANCE

The sponsors of these Standards of Apprenticeship certify that they are in full compliance with all applicable Federal, State, and Local laws and regulations.

20. PROCESSING OF ALL PAPERS PERTINENT TO STANDARDS

All materials pertinent to these Standards of Apprenticeship shall be forwarded to the Council through the local office of the Office of Apprenticeship, United States Department of Labor.

21. DISTRIBUTION OF OFFICIALLY SIGNED STANDARDS OF APPRENTICESHIP

The following parties shall receive a copy of the officially signed and properly executed Standards of Apprenticeship:

- 1 - The Employer 2 - The Council 3 - The Office of Apprenticeship.

22. APPRENTICE WAGE SCALE - COOK

This employer is covered by the Fair Labor Standards Act; therefore, overtime will be paid at the required rates. The minimum wages to be paid apprentices will be the following rates:

Year	Hours	Rate	% of	Journeyman's	Rate
1st	1000 Hours	_____	65 %	.	.
2nd	1000 Hours	_____	70 %	.	.
3rd	1000 Hours	_____	75 %	.	.
4th	1000 Hours	_____	80 %	.	.
5th	1000 Hours	_____	85 %	.	.
6th	1000 Hours	_____	90 %	.	.

Journeyman's Rate as of (Date) 10/1/15, is \$12.00 per hour

22. APPRENTICE WAGE SCALE - BAKER

This employer is covered by the Fair Labor Standards Act; therefore, overtime will be paid at the required rates. The minimum wages to be paid apprentices will be the following rates:

Year	Hours	Rate	% of	Journeyman's	Rate
1st	1000 Hours	_____	65 %	.	.
2nd	1000 Hours	_____	70 %	.	.
3rd	1000 Hours	_____	75 %	.	.
4th	1000 Hours	_____	80 %	.	.
5th	1000 Hours	_____	85 %	.	.
6th	1000 Hours	_____	90 %	.	.

Journeyman's Rate as of (Date) 10/1/15, is \$12.00 per hour

APPROVED:

EARL R. ARROWOOD, JR. - PROG. COORDINATOR

BUCKS COUNTY COMMUNITY COLLEGE

Earl R. Arrowood, Jr. - Apprentice Program Coordinator
(Signature)

Date

10/9/15

REGISTERED WITH PENNSYLVANIA APPRENTICESHIP AND TRAINING COUNCIL

Chairman

Secretary

Date

EMPLOYER ACCEPTANCE AGREEMENT

The foregoing undersigned employer hereby subscribes to the provisions of the Apprenticeship Standards formulated and registered by Bucks County Community College [Employer Name] agrees to carry out the intent and purpose of said Standards and to abide by the rules and decisions of the sponsor established under these Apprenticeship Standards. We have been furnished a true copy of the Standards and have read and understood them, and do hereby request certification to train apprentices under the provisions of these Standards, with all attendant rights and benefits thereof, until cancelled voluntarily or revoked by the sponsor or Pennsylvania Apprenticeship & Training Council. On-the-job, the apprentice is hereby guaranteed assignment to a skilled and competent journey worker and is guaranteed that the work assigned to the apprentice will be rotated so as to ensure training in all phases of work. Employer shall meet all requirements of PA Regulations 81.11 – 81.21 and indemnify and hold harmless Sponsor for failure to meet said Standards.

Signed: _____ Date: _____

Title: _____

Name of Company: _____

Address: _____

City/State/Zip Code: _____

Phone Number: _____

In the event I have 5 or more apprentices registered at one time, I will comply with Pennsylvania Regulation Chapter 81.21 through 81.54 and develop an affirmative action plan to include selection procedures.

WORKFORCE NUMBERS - _____

A. Total Workforce (Total number of employees within the company)

_____ White Male
_____ Minority Male
_____ White Female
_____ Minority Female

1. Number of Journeypersons for **COOK**

_____ White Male
_____ Minority Male
_____ White Female
_____ Minority Female

2. Number of Journeypersons for **BAKER**

_____ White Male
_____ Minority Male
_____ White Female
_____ Minority Female

Registered with the Apprenticeship & Training Council;

Chairman: _____

Secretary: _____

Date: _____

**BUCKS COUNTY COMMUNITY COLLEGE
BAKER
WORK PROCESS SCHEDULE**

Description: Mixes and bakes ingredients according to recipes to produce breads, pastries, and other baked goods: Measures flour, sugar, shortening, and other ingredients to prepare batters, dough, fillings, and icings, using scale and graduated container. Dumps ingredients into mixing-machine bowl or steam kettle to mix or cook ingredients according to specifications. Rolls, cuts, and shapes dough to form sweet rolls, pie crust, tarts, cookies, and related products preparatory to baking. Places dough in pans, molds, or on sheets and bakes in oven or on grill. Observes color of products being baked and turns thermostat or other controls to adjust oven temperature. Applies glaze, icing, or other topping to baked goods, using spatula or brush. May specialize in baking one type of product, such as breads, rolls, pies, or cakes. May decorate cake. May develop new recipes for cakes and icings.

ON-THE-JOB -TRAINING

APPROXIMATE HOURS

A. CLEANING AND CARE OF EQUIPMENT	500
1. Cleaning Pans, Utensils, Shop and Machinery	
2. Greasing Pans	
3. Care of Machinery	
4. Personal Cleanliness	
5. Working in Storage	
B. OVENS	1000
1. Heat Regulating	
2. Baking Temperatures and Times	
3. Proof Box Control	
4. Handling of Bake goods in oven	
5. Cooling and Conditioning	
C. MIXING	1000
1. Handling Troughs	
2. Punching and Picking out dough	
3. Use of machinery	
4. Dough temperatures	
5. Mixing dough and sponge	
6. Scaling of ingredients	
D. PRODUCTION CONTROL	500
1. Fermentation	
2. Ingredients and formula balance	
a. by liquid measure	
b. by percentage measure	
3. Timing in production	

**WORK PROCESS SCHEDULE
BAKER**

APPROXIMATE HOURS

E. Bench and Hand Work	2300
1. Making Up:	
a. Bread	200 hours
b. Cakes	400
c. Doughnuts	200
d. Coffee Cakes	300
e. Eclairs	300
f. Cookies	300
g. Cup cakes	300
h. Misc. Pastry	300
F. FINISHING	700
TOTAL HOURS	6000

**BUCKS COUNTY COMMUNITY COLLEGE
WORK PROCESS SCHEDULE
COOK (Hotel & Restaurant)**

Work Stations

Cook	6000 hr. program
I. Steward	320
II. Breakfast Cook	480
III. Vegetable Cook	960
IV. Butcher	160
V. Broiler Cook	800
VI. Soup and Sauce Cook	640
VII. Pantry Cook and Garde Manger	960
VIII. Sauté Cook	960
IX. Seafood , Shellfish, Fish Cook	320
X. Banquet Cook & Supervision	<u>400</u>
 TOTAL HOURS	 6000

WORK PROCESSES

I. Steward - 320 hours

Responsible for the overall cleanliness and maintenance of the kitchen and its supporting facilities plus equipment, tools, and supplies.

- A. Sanitation and Hygiene
- B. Tools and Equipment
- C. Product Identification and Knowledge
- D. Production

II. Breakfast Cook - 480 hours

Responsible for the set up, cooking, and serving of the breakfast meal.

- A. Sanitation and Hygiene
- B. Tools and Equipment
- C. Product Identification and Knowledge
- D. Production
- E. Garnishment and Display
- F. Nutrition

III. Vegetable Cook - 960 hours

Responsible for fabricating, cooking, and serving all fruits, vegetables, cereals, grains, beans, tubers, and farinaceous product.

- A. Sanitation and Hygiene
- B. Tools and Equipment
- C. Product Identification and Knowledge
- D. Production
- E. Garnishment
- F. Nutrition

IV. Butcher - 160 hours

Responsible for the fabrication of meats, poultry, fish and seafood so that they are in a state where they can be used for final preparations in the other stations of the kitchen.

- A. Sanitation
- B. Tools and Equipment
- C. Product Identification
- D. Production
- E. Storage

V. Broiler Cook - 800 hours

Responsible for the final preparation of meats, and vegetables for broiling, grilling, or roasting and then garnishing and presenting for service.

- A. Sanitation and Hygiene
- B. Tools and Equipment
- C. Product Identification and Knowledge
- D. Production
- E. Garnishment
- F. Nutrition

VI. Soup and Sauce Cook - 640 hours

Responsible for the production and presentation of hot soups and hot sauces

- A. Sanitation and Hygiene
- B. Tools and Equipment
- C. Product Identification and Knowledge
- D. Production
- F. Nutrition

VII. Pantry and Cold Foods - 960 hours

Responsible for all cold food production and presentation - including sandwiches, salads, cold appetizers and entrees, canapés, and showpieces

- A. Sanitation and Hygiene
- B. Tools and Equipment
- C. Product Identification and Knowledge
- D. Production
- E. Garnishment
- F. Nutrition

VIII. Sauté Cook - 960 hours

Responsible for the preparation, production, and serving of entrée items and hot appetizers which are sautéed, pan-fried, deep fried, braised, baked, or poached.

- A. Sanitation and Hygiene
- B. Tools and Equipment
- C. Product Identification and Knowledge
- D. Production
- E. Garnishment
- F. Nutrition

IX. Seafood , Shellfish, Fish Cook - 320 hours

Responsible for the preparation, production, and presentation of various fish dishes with various methods of preparation like stews, broiled, baked and fried. Types of seafood could include clams, oysters, crabs, lobster, scallops, fin fish, etc.

- A. Sanitation and Hygiene
- B. Tools and Equipment
- C. Product Identification and Knowledge
- D. Production - Time and Temperature control
- E. Garnishment
- F. Nutrition and Portion control

X. Banquet Cook and Supervision - 400 hours

Perform supervisory management skills and be able to operate any of stations in the kitchen

- A. Supervision
- B. Menu planning and food costing
- C. Labor control
- D. Purchasing
- E. Production

Chef Apprenticeship: Foods Emphasis

Degree Course Requirements

Course	Credits
COMM110 Effective Speaking ^{2,B}	3
COMP110 English Composition I ^{A,B,1}	3
HIST152 U.S. History: Modern America ⁴	3
HLTH120 Nutrition ³	3
HRIM100 Introduction to Tourism and Hospitality	3
HRIM105 Safety and Sanitation Certification Course	3
HRIM120 Basic Food Preparation and Management ^B	3
HRIM121 Advanced Food Preparation and Management ^{B,7}	3
HRIM130 Baking and Decorating -- Techniques and Procedures ^B	3
HRIM131 Buffet Planning and Preparation/Basic ^B	3

Course**Credits**

HRIM132 Buffet Planning and Preparation/Advanced ^B	3
HRIM140 Culinary Arts Practicum ^B	2
HRIM141 Culinary Arts Practicum ^{B,8}	2
HRIM142 Culinary Arts Practicum ^B	2
HRIM143 Culinary Arts Practicum ^B	2
HRIM144 Culinary Arts Practicum ^B	2
HRIM145 Culinary Arts Practicum ^B	2
HRIM202 Food Purchasing/Techniques and Procedures ^B	3
HRIM203 Menu Planning/Costing/Design ^B	3
INTG285 Integration of Knowledge ^{B,7,8}	3
MGMT100 > Introduction to Business ⁵	3
MGMT120	3

Course	Credits
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Business Mathematics ^{AB,6}

MGMT135

3

Business Communication ^{AB,1}

Total Credit Hours

63

Recommended Semester Sequence

The recommended course sequence is designed for part-time students who average 8 credit hours per semester including summer sessions. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

Course	Credits
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HRIM100

3

Introduction to Tourism and Hospitality

HRIM105

3

Safety and Sanitation Certification Course

HRIM140

2

Culinary Arts Practicum ^B

Total Credit Hours

8

Second Semester

Course	Credits
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HRIM120 Basic Food Preparation and Management ^B	3
---------------------------------------------------------------	---

HRIM130 Baking and Decorating -- Techniques and Procedures ^B	3
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HRIM141 Culinary Arts Practicum ^{B,8}	2
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Total Credit Hours	8
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Summer Session

Course	Credits
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COMP110 English Composition I ^{AB,1}	3
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MGMT100 Introduction to Business 5	3
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Total Credit Hours	6
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Third Semester

Course	Credits
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HRIM121 Advanced Food Preparation and Management ^{B,7}	3
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HRIM131	3
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Course	Credits
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Buffet Planning and Preparation/Basic ^B

HRIM142	2
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Culinary Arts Practicum ^B

Total Credit Hours	8
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Fourth Semester

Course	Credits
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HRIM202	3
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Food Purchasing/Techniques and Procedures ^B

MGMT120	3
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Business Mathematics ^B

HRIM143	2
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Culinary Arts Practicum ^{A,B,6}

Total Credit Hours	8
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Summer Session

Course	Credits
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COMM110	3
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Effective Speaking ^{2,B}

HIST152	3
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U.S. History: Modern America ⁴

Course	Credits
Total Credit Hours	6

Fifth Semester

Course	Credits
HLTH120 Nutrition ³	3
HRIM144 Culinary Arts Practicum ^B	2
HRIM203 Menu Planning/Costing/Design ^B	3
Total Credit Hours	8

Sixth Semester

Course	Credits
HRIM132 Buffet Planning and Preparation/Advanced ^B	3
HRIM145 Culinary Arts Practicum ^B	2
MGMT135 Business Communication ^{AB,1}	3
INTG285	3

Course

Credits

Integration of Knowledge ^{B,7,8}

Total Credit Hours

11

Chef Apprenticeship: Pastry Emphasis

Degree Course Requirements

Course	Credits
COMM110 Effective Speaking ^{2,B}	3
COMP110 English Composition I ^{A,B,1}	3
HLTH120 Nutrition ³	3
HIST152 U.S. History: Modern America ⁴	3
HRIM100 Introduction to Tourism and Hospitality	3
HRIM105 Safety and Sanitation Certification Course	3
HRIM120 Basic Food Preparation and Management ^B	3
HRIM121 Advanced Food Preparation and Management ^{B,7}	3
HRIM130 Baking and Decorating -- Techniques and Procedures ^B	3
HRIM140 Culinary Arts Practicum ^B	2
HRIM141	2

Course	Credits
Culinary Arts Practicum ^{B,8}	
HRIM142	2
Culinary Arts Practicum ^B	
HRIM143	2
Culinary Arts Practicum ^B	
HRIM144	2
Culinary Arts Practicum ^B	
HRIM145	2
Culinary Arts Practicum ^B	
HRIM202	3
Food Purchasing/Techniques and Procedures ^B	
HRIM203	3
Menu Planning/Costing/Design ^B	
INDP291	1
Independent Study I ^B	
INDP292	2
Independent Study II ^B	
INDP293	3
Independent Study III ^B	
INTG285	3
Integration of Knowledge ^{B,7,8}	
MGMT100	3
Introduction to Business ⁵	

Course	Credits
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MGMT120 Business Mathematics ^{A,B,6}	3
MGMT135 Business Communication ^{A,B,1}	3
Total Credit Hours	63

Recommended Semester Sequence

The recommended course sequence is designed for part-time students who average 8 credit hours per semester including summer sessions. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

Course	Credits
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HRIM100 Introduction to Tourism and Hospitality	3
HRIM140 Culinary Arts Practicum ^B	2
HRIM105 Safety and Sanitation ^{Certification Course}	3
Total Credit Hours	8

Second Semester

Course	Credits
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HRIM120 Basic Food Preparation and Management ^B	3
---------------------------------------------------------------	---

HRIM130 Baking and Decorating -- Technique and Procedures ^B	3
---------------------------------------------------------------------------	---

HRIM141 Culinary Arts Practicum ^{B,8}	2
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Total Credit Hours	8
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Summer Session

Course	Credits
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COMP110 English Composition I ^{A,B,1}	3
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MGMT100 Introduction to Business ⁵	3
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Total Credit Hours	6
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Third Semester

Course	Credits
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HRIM121 Advanced Food Preparation & Management ^{B,7}	3
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HRIM142	2
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Course	Credits
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Culinary Arts Practicum ^B

INDP291 Independent Study I ^B	1
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INDP292 Independent Study II ^B	2
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Total Credit Hours	8
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Fourth Semester

Course	Credits
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HRIM143 Culinary Arts Practicum ^B	2
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HRIM202 Food Purchasing/Techniques and Procedures ^B	3
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MGMT120 Business Mathematics ^{A,B,6}	3
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Total Credit Hours	8
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Summer Session

Course	Credits
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COMM110 Effective Speaking ^{B,2}	3
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Course	Credits
HIST152 U.S. History: Modern America ⁴	3
Total Credit Hours	6

Fifth Semester

Course	Credits
HLTH120 Nutrition ³	3
HRIM144 Culinary Arts Practicum ^B	2
HRIM203 Menu Planning/Costing/Design ^B	3
Total Credit Hours	8

Sixth Semester

Course	Credits
HRIM145 Culinary Arts Practicum ^B	2
INDP293 Independent Study III ^B	3
MGMT135	3

Course

Credits

Business Communication ^{A,B,1}

INTG285

Integration of Knowledge ^{B,7,8}

3

Total Credit Hours

11