AACC | Hotel, Culinary Arts and Tourism Institute

HCAT Student Handbook

101 College Parkway
Arnold, Maryland 21012

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7438 Ritchie Highway
Glen Burnie, Maryland 21061

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410-777-2398

www.aacc.edu/hcat

This is AACC.

This handbook is designed and intended for use by students of the Hotel, Culinary Arts and Tourism Institute to acquaint them with the policies, procedures and operational standards of the HCAT Institute.

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When using the electronic version of the handbook, you may click on any of the highlighted areas and it will take you to the appropriate website.

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Revised Spring 2024

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CODE OF PROFESSIONALISM

<u>Vision Statement</u>

Anne Arundel Community College's Hotel, Culinary Arts and Tourism Institutes' (HCAT) goal is to develop future leaders of the hospitality industry.

<u>HCAT Mission Statement</u>

AAACC's Hotel, Culinary Arts and Tourism Institute strives to empower every student with the skills, knowledge and passion to achieve excellence in hospitality.

<u>Preamble</u>

HCAT prepares student to enter the worldwide hospitality industry with skills and competencies to achieve personal and professional success. Each of the diverse programs and specific curricula provides a state-of-the-art, high-quality education as a foundation for becoming tomorrow's leaders in the hospitality, hotel, culinary arts and tourism industry. Through the combination of a robust, industry-current academic curriculum and practical hands-on experience, HCAT is recognized as a regional leader in all aspects of hospitality training.

To achieve the level of professionalism required for the hospitality environment, HCAT promotes four cornerstones of professionalism – attitude, appearance, preparation and conduct. All HACT students, faculty and staff will adhere to and respect the code of professionalism established for the benefit of students, the college and the hospitality industry. They are:

Attitude:

- Our attitude at all times should project a professional image
- Our attitude will convey passion and enthusiasm
- Our attitude will illustrate our dedication and commitment; we are committed to putting forth our best effort in academics
- Through our attitude, we will show respect toward others at all times

Appearance:
- Proper attire will maintain our professional image
    - Lab classes require a specific uniform which should be cleaned and pressed
    - Attire for lecture classes, field trips and student activities should meet professional, industry standards
- Grooming and hygiene should meet minimal industry and health standards, as applicable in specific classroom, lab or work situations

Preparation:
- Class preparation is central to our program goals., and will ensure a positive learning experience
- Proper preparation for work each day will give us the opportunity to progress in our responsibilities and also ensure a positive learning experience

Conduct:
- We are responsible and accountable for our conduct
- Proper conduct and respect, in all circumstances, promotes professionalism and encourages the hospitality spirit
- We recognize the importance of follow-through and responsiveness, both in our academics and our work life

Our Resolve

Each student, staff or faculty member at HCAT should recognize they are ambassadors for HCAT and the college. It is our goal to maintain professional presence in all of our educational activities, on-the-job learning experiences, and when representing HCAT at any sanctioned event. It is our goal to fulfil our role as ambassador by maintaining this code of professionalism. In doing so, we will maximize opportunities to learn, establish industry connections and promote our educational and professional goals.

COLLEGE POLICIES & REFERNECES

All college policies, regulations, student support services and other information is specified in the AACC College Catalog, available exclusively online at http://catalog.aacc.edu.
Refer to the following sections for specifics on:

General College Policies
- Academic Integrity Policy
- Student Complaint Procedures
- Student Code of Conduct
- Students Rights & Responsibilities
- Smoking Policy
- Parking Policy
- Inclement Weather Policy

Academic Regulations
- Grades
- Enrollment/Changing a Schedule
- Attendance
- Academic Probation
- Confidentiality – FERPA

Academic Support Services
- Counseling, Advising, and Retention Services www.aacc.edu/advising
- Disability Support Services www.aacc.edu/disability
- Academic Support Center http://www.aacc.edu/resources/academic-services
- Testing Office www.aacc.edu/testing
- Tutoring Office www.aacc.edu/resources/academic-services/tutoring
- Library Services www.aacc.edu/resources/academic-services/library

AMERICANS WITH DISABILITY ACT POLICY and SUPPORT SERVICES

The Disability Support Services Office (DSS) provides equal access to educational opportunities for qualified students with disabilities. Students interested in course accommodations must provide relevant documentation in order to receive accommodations. For information, please contact the Program Manager for DSS, at 410.777.2306, email dss@aacc.edu or visit http://www.aacc.edu/resources/disability-support-services. Deaf and hard of hearing students can reach the office by calling Maryland Relay 711 or by emailing dss@aacc.edu.

Due to the nature of this program, students are expected to taste all foods that are prepared in lab courses as an important part of their culinary education. Disability Support Services, (DSS), provides accommodations for students with documented disabilities. The following, are recognized as a disability under the Americans with Disabilities Amendments Act (ADAA) and may be accommodated: food allergies, intolerance, dietary restrictions(due to a disability), and

substance/alcohol recovery. If a student may require an accommodation for tasting and/or handling of particular foods during lab courses, please contact DSS.

To ensure accommodation(s)/modification(s) are provided in a timely manner, students are advised to submit documentation of their accommodation(s), provided by DSS, to the instructor prior to the course beginning. For students who are restricted in tasting/handling of particular foods due to religious beliefs, dietary restrictions (not medically related) or any reasons not documented as a disability, contact HCAT offices at 410-777-2114.

Notice Of Nondiscrimination

Notice of Nondiscrimination: AACC is an equal opportunity, affirmative action, Title IX, ADA Title 504 compliant institution. Call Disability Support Services, 410-777-2306 or Maryland Relay 711, 72 hours in advance to request most accommodations. Requests for sign language interpreters, alternative format books or assistive technology require 30 days' notice. For information on AACC's compliance and complaints concerning sexual assault, sexual misconduct, discrimination or harassment, contact the federal compliance officer and Title IX coordinator at 410-777-1239, complianceofficer@aacc.edu or Maryland Relay 711.

Testing Protocol

Exams will be administered on the dates outlined in this syllabus and in the schedule of classes for the college. If you are unable to make the assigned test dates, you may make arrangements with the instructor to take the exam in the testing and tutoring center. All arrangements must be made prior to the initial administering of the exam. No alternate testing for written or practical exams will be given without prior arrangements.

E-Mail Communications

Email communication will only be accepted through MyAACC accounts; email sent from personal accounts will not be accepted. **Please refer to individual course syllabi for course and instructor-specific expectations.**

Emergency & Inclement Weather

When severe weather or other emergency conditions occur, creating the potential for an unscheduled college closure, listen to local radio or TV stations for closing announcements or call STARS, 410-777-2241 or check myaacc.aacc.edu or Canvas for conditions on any AACC campus location.

If a late opening occurs, please confirm via Canvas any revised class meeting times/places for any affected course. DO NOT assume you will not have class unless the college is closed. AACC does not follow Anne Arundel County Public School system closures.

Sign up for a text message alert to your cell phone and e-mail address at:
www.aacc.edu/stayinformed

<u>Smoking Policy</u>

Smoking is not permitted on any AACC campus locations with a single exception. Students may smoke in their personal vehicles in the parking lot. Staff and students are never permitted to smoke while in HCAT uniform.

<u>Safety</u>

In the event of an emergency or accident, the student should notify the instructor immediately or another HCAT staff member. AACC Department of Public Safety and Police (DPSP) officers can be reached at ext. 1818 or 410-777-1818 by using any phone located in the HCAT building or on the main campus. **DO NOT CALL 911.**

- Students enrolled in lab courses **should inform their instructor immediately of any food allergies or sensitivities** that may affect their health and safety in the lab
- Students must be familiar with the location of all first aid kits, fire extinguishers, and emergency exits located throughout the building
- Proper uniform is essential to maintain safety standards
- Be mindful of spills and food debris on the floor to help prevent accidents
- Always walk with knives pointed down towards the floor and to the side
- Never leave knives in any sink
- Knives should be kept sharp to prevent accidents. Do not use dull knives for cutting

<u>Student Complaints & Grievance Procedures</u>

Students seeking to resolve a concern about issues regarding their grades or class related situations may pursue their grievance through established HCAT and AACC procedures. These procedures are established to resolve such matters fairly and in a timely manner. Whenever possible, consultation with those individuals directly involved is encouraged prior to pursuing formal action through HCAT or college administration. Please contact your HCAT advisor or HCAT administrator if you feel resolution is not possible with these persons involved.

Concerns or questions regarding grading, faculty/staff behavior, discrimination, academic integrity and other issues regarding the conduct of students, faculty or staff within and without the classroom may be addressed through these channels.

HCAT follows established AACC academic regulations and policies set forth in the AACC College Catalog. Students may explore and review these policies online through the AACC College Catalog, https://catalog.aacc.edu/content.php?catoid=33&navoid=13338.

Preferred First Name

To Enter Your Preferred First Name and/or Gender Identity:
- Log in to MyAACC
- Choose Self-Services from the menu
  - Each Self-Services menu (Credit Students, Continuing Education Students and Employees) have the same links available to change and view this information
- Choose My Profile > Personal Information Update
- Enter Your Preferred First Name
  - The Preferred First Name must be an acceptable choice or else the error message shown below is displayed
  - The college maintains a list of unacceptable names which includes profanity, ethnic/racial slurs and comic book superheroes (e.g. Superman)

If the student believes their preferred name should not be blocked, they must contact records office.

SOCIAL DISTANCING PROTOCOLS FOR <u>STUDENTS</u>

- STOP -

If you have symptoms such as fever, sneezing, trouble breathing, vomiting, diarrhea or known COVID-19 exposure you should NOT enter the building and must notify your professor/laboratory instructor and/or Academic Chair and also inform COVIDSafety@aacc.edu.

GO

IF YOU ARE SYMPTOM FREE...

- Prior to your first in-person class, secure a face mask for your personal use and know the building and room of your class. For on campus classes visit: www.aacc.edu/about/locations
- Face masks must be worn the entire time you are on campus/at the off-site location.
- When you arrive at the location, put on your face mask and proceed to your designated classroom. Do not enter any other rooms or buildings.
- Follow directional signage in the building and remain at least six feet away from any other person in the building at all times.
- Use the stairs when possible and follow the stairway direction instructions. If using the elevator only one person may occupy the elevator at a time.
- When you reach your designated classroom, please follow the instructions of your instructor.
- If your instructor is not in the classroom, please wait for them to arrive before entering the classroom, but always maintain social distancing.
- At your first in-person class, you will be required to read, agree and sign a Student Attestation form. You will also receive any required Personal Protective Equipment (PPE) for your class in addition to your personal mask. Not all classes will require additional PPE.
- If you are issued eyewear for your class: the eyewear is for you to keep and must be cleaned after each use and brought back to each lab you attend.

WHILE IN THE BUILDING...

- Maintain social distancing (six feet apart).
- Follow the instructions of your instructor.
- If you feel sick at any time, tell your instructor.
- No food is permitted in the building.
- During breaks:
  - Continue to wear your face mask.
  - Only one person is allowed in the bathroom at a time. The doors leading into the bathrooms will remain open; before entering the bathroom ask if anyone is in there. If they are, wait until they exit and then enter.
  - Dispose of gloves if applicable and wash your hands.
- When returning to class from breaks, wash your hands and reapply the proper Personal Protective Equipment (PPE), as directed by your instructor.

LEAVING FOR THE DAY...

- Your instructor will provide instruction on when and how to remove and dispose of your PPE.
- Assist with cleaning up the lab/studio to ensure the next group of students will enter a clean and sterile environment.
- Wash your hands.
- Follow the directional signs to exit the building.
- Proceed to your car or mode of transportation.

ARRIVING HOME...

- Remove your clothing, face mask and eyewear as you enter your home and wash these items as soon as possible.

ANNE ARUNDEL COMMUNITY COLLEGE

CDC GUIDELINES ON HOW TO PROTECT YOURSELF & OTHERS

SOURCE: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

KNOW HOW COVID-19 SPREADS

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- The best way to prevent illness is to avoid being exposed to this virus.
- The virus is thought to spread mainly from person-to-person:
  - Between people who are in close contact with one another (within about six feet).
  - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

WASH YOUR HANDS OFTEN

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

AVOID CLOSE CONTACT

- Avoid close contact with people who are sick.
- Stay home as much as possible.
- Put distance between yourself and other people.
- Remember that some people without symptoms may be able to spread the virus.
- Keeping distance from others is especially important for people who are at higher risk of getting very sick.

COVER YOUR MOUTH AND NOSE WITH A CLOTH FACE COVER WHEN AROUND OTHERS

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover when they have to go out in public, for example, to the grocery store or to pick up other necessities.
- Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a face mask meant for a healthcare worker.
- Continue to keep about six feet between yourself and others. The cloth face cover is not a substitute for social distancing.

COVER COUGHS AND SNEEZES

- If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

CLEAN AND DISINFECT

- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.
- Then, use a household disinfectant. Most common EPA-registered household disinfectants will work.

HCAT INSTITUTE COVID-19
PROCEDURES

PREVENTION

To ensure that all students and staff are safe, please be sure to take action if you are not feeling your best. Communicate with your instructor regarding any illness, and do not come to class.

People with novel coronavirus should NOT prepare food or serve beverages for others until their symptoms have resolved. CDC guidelines require any person infected with COVID-19 self-quarantine for 2 weeks following the date of infection, or after the date of their last fever (which ever comes last).

- Common symptoms of the novel coronavirus are:
- Fever
- Difficulty breathing
- Cough
- Shortness of breath

If you are feeling sick, **stay home** and consult your physician. Infected people are the most contagious during the first THREE days of the illness.

If you have a positive COVID-19 test, report this to your instructor immediately, and do not come to class! Your instructor will discuss next steps with you regarding your course, the safety of you, your classmates, and your instructors are the priority over everything else.

BUILDING ACCESS

AACC has taken steps to prevent the spread of coronavirus by monitoring building access. All students and staff that enter the building **MUST wear a mask**. Upon entry, each student will sign the attestation form regarding COVID-19 requirements. Students and staff must wear masks at all times while in the building, except during tastings (see below).

In addition to the health screening, students must follow the following guidelines:

- Students will not be allowed to enter the building until **15 minutes** prior to the beginning of their class.

- Students will not be allowed to exit the building until the class period is over.

- Each kitchen will have one door for entry and one door for exit.

- The kitchen will have marked areas for standing and workflow in order to achieve proper social distancing.

- Each class only has access to the kitchen, main hallway, and restroom.

- Students will not be permitted to enter the café, student resource room, or computer lab.

- In order to re-enter the kitchen after using the bathroom or to take a small break in the hall, students and staff must wash their hands for at least 20 seconds with soap and water, dry hands completely with a single-use paper towel, and put on new, single-use gloves in the correct size.

WORKING IN THE KITCHEN

Once in the kitchen, students are required to work individually at their own workstation. The individual station allows each student to properly social distance. Each station is separated by an acrylic partition. There will be no partitions in place at the stove, oven, fryer, grill, or dishwashing station. Students will have to be mindful about adhering to proper social distancing guidelines in these areas (maintaining six feet apart and wearing a mask).

Students must minimize congregating for demonstrations and while retrieving necessary ingredients. To achieve this goal HCAT staff will provide equipment and ingredients needed to facilitate the lab. Demonstrations will be pre-taped as part of the lecture, or done in a social distancing manner using the monitor in the kitchen.

KITCHEN MAINTENANCE, SAFETY & SANITATION

Kitchen Maintenance

Kitchen maintenance is the collective responsibility of each student and each class. Returning ingredients and equipment to their proper places, as well as thorough and dutiful cleaning, are the responsibility of each student. This is a major criterion in your lab grade.

Safety

During labs, you must make a concerted effort toward safety. This effort must include warning other students about hot or sharp equipment, and making sure not to place hot or sharp equipment into the soapy water and leaving it there. Additionally, you may not sit or use stools during lab unless specifically directed by the instructor, and only during appropriate lab activities.

SANITATION

Student Cleaning Policy

Students are responsible for the cleaning, general upkeep, and (most importantly) sanitation of the kitchen. Students – not instructors – are responsible for maintaining and safeguarding all equipment and product in this kitchen. NO student will be dismissed from class prior to the completion of lab cleanup.

Should you routinely fail to participate in routine class sanitation and the cleaning and organization of these kitchens, you will first receive a warning. If you continue to fail to equitably participate in these processes, you will receive a zero for that class.

The chronic failure of individuals within a class to maintain standards of organization and sanitation may lead to the class as a whole being addressed on this issue. The class will consider the traditional brigade organization within the kitchen and take a collective responsibility for their workspace.

Cleaning thoroughly requires students to clean frequently touched objects and surfaces using a properly registered disinfectant. Students are responsible for maintaining proper sanitization for themselves as well as for their personal lab space. At minimum, the following tasks must be completed:

- Students and staff must thoroughly and frequently wash their hands and arms with warm soapy water for at least 20 seconds and dry with a single use towel.
- Students and staff must sanitize their hands using an alcohol-based sanitizer without rinsing when necessary, but NOT in the place of handwashing.
- Cough or sneeze into a flexed elbow.

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- Students must clean and sanitize every surface after each project using the proper chemicals.
- Students must also clean and sanitize the entire kitchen prior to leaving class, including the floors.

Personal Workstations and Dishware:

Each station (table) will have a bus tub with soapy water to set on the lower level of the table. This bus tub will be used to soak small wares, utensils and small pots and pans. Students must wash dishes at the three-compartment sink and only one student may be at sink at a time. It is important to wash dishes during the lab at the personal station to avoid dish pile-ups. Air-drying is required to ensure properly sanitizing dishes.

Masks must be worn at all times.

All ready-to-eat food items must be handled with clean, single-use gloves. Single-use gloves must be replaced often and each time the gloves are replaced, the students or staff member must wash their hands and dry with a single-use towel.

UNIFORM

You are required to attend all lab classes in full uniform. Starting fall of 2020, full uniform includes wearing a face mask over your mouth and nose. Should you fail to arrive in full uniform, you will be denied entry to class until the uniform violation is corrected and you will be considered late until you arrive properly dressed.

All students are required to arrive for class in appropriate, professional chef attire including:
- **Face mask –black or white (no visible writing and/or logos)**
- Checked pants
- Chef's jacket
- Plain White T-shirt under the chef jacket (no visible writing and/or logos)
- Neckerchief
- Bib apron
- Chef's hat
- Thermometer
- Marker – black Sharpie® style
- Black hard sole, slip resistant shoes
- Crew socks required – black

Jewelry and fingernail rules will be observed at all times for safety and sanitation reasons.

Please refer to the HCAT Policy and Standards regarding personal grooming for additional information.

There will be no time for changing or dressing after the class has begun, so come to class completely dressed and ready. Uniform violations that directly impact the execution of proper safety and sanitation in the kitchen will result in the student being denied entry to class.

FOOD SAFETY

Preparation

Food that has been prepared using proper sanitation practices, as taught in HRM 119 Certification in

Sanitation, will be safe to eat. Students have the ability to work collaboratively on one dish to complete an assigned project, provided the food was prepared using the correct sanitation practices and procedures.

All ready-to-eat food items must be handled with clean single-use gloves. Single-use gloves must be replaced often and each time the gloves are replaced, the student or staff member must wash their hands and dry with a single-use towel.

Service

Buffets may be presented in class but will not be self-service. Food from the buffet may be distributed by either the instructor or designated HCAT kitchen assistant, provided they are wearing the correct PPE and are practicing the proper sanitation methods. Some mock buffets may also be created in order to practice buffet creation and logistics.

Tasting

Students are required to taste food during lab as part of their culinary education. There is no eating or drinking during the lab, except for the lab critique. You may have a beverage during the lecture portion of the class, as long as the beverage is covered with a lid and has a straw.

Students may only taste foods separately at their station, and socially distanced from other students. Designated times for tasting food will be determined by the instructor. Each student will provide the instructor a portion of their completed dish for grading. Tastings will be graded using a tasting form that will evaluate the taste, flavor, texture, temperature, appearance, and overall enjoyment/salability of the dish.

Students who are uncomfortable tasting food during lab may choose to taste at home, completing the tasting form at home.

It is appropriate to taste or utilize food products that another student has prepared, provided that student has taken all necessary sanitation precautions, including the use of gloves while working with ready-to-eat foods, and wearing a mask and full uniform correctly.

Product tasting must be conducted at your station, and away from all other people in the kitchen.

HCAT INSTITUTE INFORMATION & POLICIES

HCAT policies exist to define a clear set of expectations for student, faculty and staff behavior. College-wide policies are available in the online AACC College Catalog.

Student Responsibilities

Students are expected to understand their role in the educational process, including their responsibility for their own academic success. All HCAT students bear the following responsibilities:

- Arrive to lab classes in full uniform with all necessary and required tools and equipment
- Familiarize themselves with MyAACC and the CANVAS Learning Management System
- Engage with course materials, in CANVAS and in the classroom
- Respect other students, instructors, and college staff
- Respect the facility, tools and equipment they are utilizing
- Complete assignments on time and to the best of one's ability
- Communicate appropriately regarding any questions, issues or concerns with their academic progress or status in the program

HCAT Advising

Personalized advising is available for all HCAT students. Students are strongly encouraged to meet with an HCAT advisor in their area of concentration prior to each enrollment period as well as periodically throughout the semester for advice on the following:

- Course selection
- Credit load
- Academic success
- Scholarship opportunities
- Employment opportunities
- Extra-curricular activities
- Graduation preparation

Baking & Pastry Advisors
Chef Melissa Hawkins
410-777-2799
mhhawkins1@aacc.edu

Chef Virginia Olson
410-777-2208
volson@aacc.edu

Chef Michael Santos
410-777-2488
mbsantos1@aacc.edu

Culinary Arts Advisors
Chef Michael Levins
410-777-2918
mrlevins@aacc.edu

Chef Randy Stahl
410-777-1178
rstahl1@aacc.edu

Hospitality Management Advisors
Prof. Ken Jarvis
410-777-2722
kjarvis@aacc.edu

HCAT Attendance & Break Policy

Student attendance is mandatory for all HCAT class meetings. Failure to follow attendance guidelines may result in a grade of "F" for the course. Any exception to existing policy is at the discretion of the instructor and subject to approval by the HCAT Director.

Repeated absences may result in the student being required to withdraw from the course through the registrar's office. Multiple absences will result in a very high chance that the student will not successfully complete the course.

Instructors will structure class time to provide an adequate break for students.

- 1 hour – no break
- 3 hour – 15 minute break
- 4 hour – 15 minute break
- 5 hour – 30 minute break
- All HRM courses must follow the scheduled meeting time.

Classroom Policies

Please refer to individual course syllabi for classroom policies regarding the following issues:

- Electronic devices
- Scheduled breaks
- Late arrivals/absences

Uniform & Knife Kit Policies

The following HCAT courses will require the purchase of the approved chef's uniform and knife kit:

HRM 121	HRM 123
HRM 124	HRM 190
HRM 201	HRM 202
HRM 203	HRM 205
HRM 220	HRM 223
HRM 225	HRM 226
HRM 227	

The culinary add-on kit is required for students in the following course:

HRM 123
HRM 205
HRM 220
HRM 223
HRM 225

The baking & pastry add-on kit is required for students in the following courses:

    HRM 202
    HRM 203
    HRM 226
    HRM 227

Hospitality Management Concentration students enrolled in HRM 121 are NOT REQUIRED to purchase the knife kit but must purchase the complete uniform for their lab courses.

Purchasing Uniforms & Knife Kits

Online orders are placed through Mercer Culinary. To order uniforms online, please visit https://mercereducationonline.com/student

- Under "Get Started", enter the following SKU code for the uniform: HCATUNIFORM
- Click "Submit Code"
- You will need to register your shipping/billing information, as well as your name for embroidery and size in order to purchase with a credit card. Price does not include shipping.

Uniform Standards

Uniforms must be clean, wrinkle-free and include the following:

- Chef Coat: Embroidered:
    - HCAT Logo on the left chest
    - American Culinary Federation Logo on the right sleeve
    - Preferred First & Last Legal Name (no nicknames) on the right chest
- Chef Pants: Black & White Checkered, properly hemmed (no cuffs)
- Apron: White, Bib Style
- Neckerchief: White, properly folded & knotted (only required during events and upon request)
- Chef Hat: Student Skullcap or Floppy Toque, and hair restraint (as needed).
- Socks: Black or White, crew length
- Undershirt: White, plain (no logo's or print of any kind)
- Shoes: Black, Kitchen Style, Non-Slip, no markings of any kind Instant Read Pocket –
- Thermometer: calibrated
- Marker: Black, Sharpie® style (for labeling)
- Face Mask: Black or White (no logo's or print of any kind)

Uniforms embroidered for student's employment, other restaurants or culinary programs are not acceptable.

MERCER
EDUCATION ONLINE

Dear Student:

Mercer Culinary is proud to be the chosen apparel brand for your culinary education. This guide will take you through the ordering process step by step on the Mercer Education Online website.

Step 1. Go to www.mercereducationonline.com and select "Start Now".

Step 2. Create an Account.

Step 3. • Ordering process details are provided on this page.
- • Review the process.
- • Enter code provided by your school and select "Check Code".

Step 4. • Select the items you want to order.
- • If you are required to choose a size for a particular item you will be prompted to do so by a flashing arrow with instructions to "Click Here to Specify Your Size". You will not be able to proceed past this page until you select a size for each item where required.
- • If your school requires embroidered names you will be prompted to add your first and last name.

Step 5. Proceed to checkout.

Step 6. • Verify the name of the product recipient and select continue.
- • Review your order.
- • If anything needs to be corrected you may do so at this time.
- • Select place order once all information is confirmed.
- • You will receive a confirmation email once your order has been received.

Step 7. • Please allow up to 12 working days to process orders that require embroidery.
- • The selected shipping method will determine when an order will arrive once complete.

Thank you for your order!
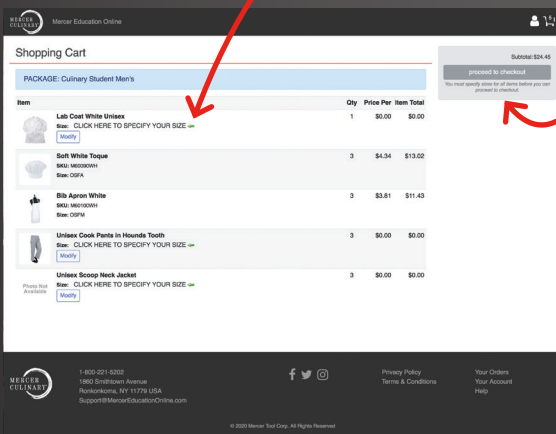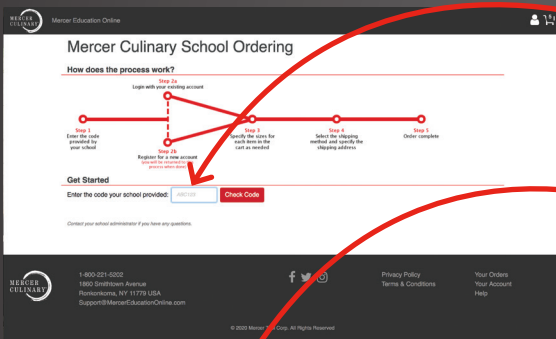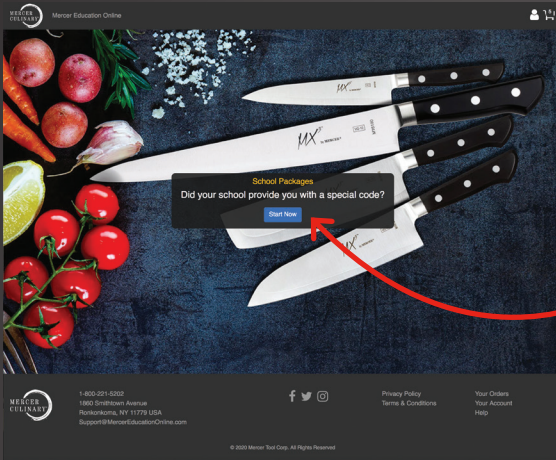
AACC | Hotel, Culinary Arts and Tourism Institute

Anne Arundel Student Uniform Package
Enter this Code: HCATUNIFORM

Cook Jacket

Short Sleeve Cook Jacket (optional)

Hounds Tooth Pants

Bib Apron

Neckerchief

Skull Cap or Floppy Toque

*Students are expected to own one coat per lab course taken within the same semester.
**A new lab coat is expected for advanced courses that have customer interaction.
(HRM 223, HRM 225, HRM 226)
***Other components for complete culinary uniform include:
- Plain white t-shirt
- Plain black or white socks
- Plain black kitchen shoes

MERCER CULINARY | Apparel

SHOES FOR CREWS — THE SHOE THAT GRIPS

www.mercereducationonline.com

https://www.shoesforcrews.com

HCAT Standard Knife Kit

MERCER CULINARY

ANNE ARUNDEL COMMUNITY COLLEGE | HOTEL, CULINARY ARTS AND TOURISM INSTITUTE

Revised 2019

Knife Kit with 3 Zip case - $250.00

9" Forged Chef's Knife w/guard	Tomato Corer	4" Offset Spatula
6" Forged Boning Knife w/guard	Double Melon Baller	16" Pastry Bag
11" Serrated Knife w/guard	Measuring Spoons	1" Pastry Brush
3" Paring Knife w/guard	Zester	#808 Plain Tip
10" Sharpening Steel	Shears	#827 Star Tip
Pocket Thermometer	Bowl Scraper	#864 French Star Tip
Knife Cuts Model Set	Bench Scraper	Precision Plating Tongs
Peeler	8" Offset Spatula	Knife Case

- To order your Knife Kit, please visit www.mercereducationonline.com
- Make an account
- Under "Get Started", enter the following SKU code for the kit: HCAT
- Click "Submit Code"
- You will need to register your information in order to purchase with a credit card.

www.mercerculinary.com

MERCER CULINARY®

HOTEL, CULINARY ARTS AND TOURISM **INSTITUTE**
ANNE ARUNDEL COMMUNITY COLLEGE

Revised 2022

Culinary Add-On Kit - $65.00

Culinary Add-on Kit is required for:
HRM 123
HRM 205
HRM 220
HRM 223
HRM 225

Santoku Knife with Guard
Granton Edge Slicing Knife with Guard
High Heat Fish Turner
Fish Tweezers

• To order your Knife Kit, please visit www.mercereducationonline.com
• Make an account
• Under "Get Started", enter the following SKU code for the kit: HCATCOOK
• Click "Submit Code"
• You will need to register your information in order to purchase with a credit card.

www.mercerculinary.com

HCAT Baking and Pastry

HOTEL, CULINARY ARTS AND TOURISM INSTITUTE
ANNE ARUNDEL COMMUNITY COLLEGE

Revised 2022

Baking and Pastry Add-On Kit - $70.00

Baking Add-on Kit is required for:
HRM 202
HRM 203
HRM 226
HRM 227

3" Serated Paring Knife	#104 Rose Tip
Pastry Comb	#67 Leaf Tip
5 Piece Modeling Tool Set	#47 Basketweave Tip
5 Piece Artist Brush Set	#822 Star Tip
Digital Candy Thermometer	#230 Bismark Tip
#907 Flower Nail	Standard Plastic Coupler
#802 Plain Tip	21" Polyurethane Pastry Bag
#2 Plain Tip	16" Polyurethane Pastry Bag

• To order your Knife Kit, please visit www.mercereducationonline.com
• Make an account
• Under "Get Started", enter the following SKU code for the kit: HCATBP
• Click "Submit Code"
• You will need to register your information in order to purchase with a credit card.

www.mercerculinary.com

Grooming Policy

Proper grooming is representative of one's professionalism. Understanding and complying with the grooming policy is one of the first and most visible steps towards embracing culinary professionalism.

- No exposed jewelry of any kind with exception to a plain band ring
- Perfume, cologne, aftershave and other strong scented items **are prohibited**.
- Fingernails will be short and clean and **without polish or coverings** (i.e. artificial nails)
- Facial hair will be trimmed and neat. Long beards will not be allowed unless covered by a beard net.
- If your hair is longer than collar length, it must be tied back and completely secured under your hat. This includes bangs. Hairnets are an option (under your chef hat) if you have trouble securing long hair. Long hair must be restrained and completely covered. Use of a plain hair black scarf and or black hair cover to properly cover hair is permitted.
- Hats are NOT to be worn over the ears. Bandanas, headbands or similar are not permitted.

NOTE: Students in non-compliance with the Lab Uniform Requirement and Grooming Policy **cannot participate in the lab session** and subsequent loss of lab points may result.

Knife Kit Policy

HCAT students may transport their knives to and from class only in the approved knife kit wrap bag as sold in the college bookstore or online through Mercer Culinary. These tools may only be used in an instructional setting with the authority of the instructional staff. Students found to possess cutlery outside the classroom or instructional kitchen, or that is not properly secured will be in violation of the student conduct code, and will be disciplined according to the procedure outlined in the college catalog. Failure to follow the policy may result in dismissal from the program. Students only bring the tools that are needed for class. **Large toolboxes will not be allowed** in the classrooms due to space and security issues. Knives are the sole responsibility of each student.

Course Syllabi

Each course syllabi will include specific details on course expectations, including academic expectations and lab procedures. Course policies may not violate HCAT or AACC policies, but may include additional student responsibilities or expectations.

Course syllabi will include specific information on the following:
- Assignments and Grading Policy
- Due dates, classroom and lab activities
- Lab procedures and expectations
- Sous Chef procedures and expectations
- Instructor expectations

Please refer to individual course syllabi for details regarding course policies and expectations.

MyAACC & Canvas

MyAACC is the faculty and student web site for teaching and learning. This secure site provides Anne Arundel Community College students and faculty with a personalized web site. This is where you can check your e-mail, register for courses, and keep up with campus activities and organizations. You can access MyAACC through the AACC web site by clicking on the tab in the upper right hand corner (*see below*).

New students are provided initial log in information with their registration confirmation, which is mailed to them, after which time you should change your password. Students are expected to take the time to familiarize themselves with MyAACC and CANVAS and communicate any technical issues or general concerns they may have to their instructor in a timely manner.

All HCAT courses are web-based, meaning they utilize an online learning management system (LMS) to deliver course content to students while still meeting in a regularly scheduled face-to-face format. Online courses are exclusively online with little or no face-to-face component. AACC utilizes CANVAS for all online course activities. Students are responsible for accessing and engaging in course materials through CANVAS according to the expectations of individual courses and instructors.

Ethics/Academic Integrity

HCAT follows all established AACC academic integrity policies and procedures. HCAT students are expected to exhibit academic honesty in the completion of all assignments, exams, and activities. Cheating, fabrication, and plagiarism will not be tolerated. Incidences of academic dishonesty will be dealt with according to the college policy on academic integrity. Students are to refer to the current AACC College Catalog for a detailed explanation of the college policies; *the AACC Academic Integrity Policy the student agreed to during the time of registration* or may access the online version *of this policy* at https://catalog.aacc.edu/content.php?catoid=33&navoid=13338.

Students will be required to acknowledge awareness of AACC's Academic Integrity Policy in their first HCAT course by either completing an in-class assessment or signing off a form confirming that the student has read and understood the policy.

Email Communication

According to AACC policies and Federal privacy requirements, student e-mail communication will only be accepted through students' MYAACC accounts and through specific course pages in CANVAS. E-mail sent from personal accounts cannot and will not be accepted. **Please refer to individual course syllabi for course and instructor-specific expectations.**

STUDENT LEARNING OPPORTUNITIES

<u>Service Learning</u>

Service Learning is a teaching strategy that combines academic studies with community volunteer service, enhancing student learning through a hands-on service experience that meets a community need. It is a philosophy and a teaching/learning strategy. Students learn and develop through active participation in thoughtfully organized service experiences that meet actual community needs. These needs are coordinated with the curriculum. Service Learning is integrated into the curriculum with structured reflective activities that provide students opportunities to utilize acquired skills and knowledge in real life situations. Service Learning encourages civic involvement, community awareness, and responsible leadership. For more information see the current college catalog for service learning options (http://www.aacc.edu/servicelearning/)

<u>Scotland Semester Abroad</u>

Students travel to Glasgow, Scotland for a twelve week program to build their culinary skills while attending City of Glasgow College. This semester abroad program is designed to build skills through a combination of cultural and academic immersion. www.aacc.edu/about/schools-of-study/continuing-education/hotel-culinary-arts-and-tourism/scotland-travel-abroad-internship

HCAT Culinary Club

The HCAT Culinary Club is a student-run organization, which provides extracurricular culinary experiences in the form of projects, field trips, guest speakers, competitions and exhibitions in order to promote issues, ideas, and trends within the hospitality and culinary arts industry. Membership in this club is open to all HCAT students in good standing at Anne Arundel Community College. Each member of the club is obligated to participate in at least one HCAT event per semester. To join, please email Chef Melissa Hawkins, CWPC Advisor at mhhawkins1@aacc.edu or Chef Michael Santos, CEPC Co-advisor at mbsantos1@aacc.edu.

Team Anne Arundel

Team Anne Arundel is the HCAT culinary competition team. The American Culinary Federation sanctions competitions at both a professional and student level. HCAT students have an opportunity to compete in either category, based on the requirements and eligibility for each competition. Students have participated in competitions such as the ACF Northeast Regional Junior Hot Food competition and various contemporary category competitions held regionally and nationally. Students should contact Chef Michael Levins, CEC, CCA, WCEC at mrlevins@aacc.edu or Chef Melissa Hawkins, CWPC at mhhawkins1@aacc.edu if you are interested in being part of an award-winning culinary competition team.

SCHOLARSHIPS, LOANS & GRANTS

Scholarships have been established through the generosity of individuals, civic organizations and the business community to the Anne Arundel Community College Foundation Inc. A complete listing is found in the Appendix. The Foundation manages the assets and determines the award level possible each year. To apply, complete the Free Application for Federal Student Aid (FAFSA) form and the Anne Arundel Community College scholarship application. Students should complete the college scholarship application to be eligible. Applications and additional information may be found through MyAACC. Students are encouraged to consult with their HCAT advisor for additional details regarding culinary scholarships, eligibility and the application process.
http://www.aacc.edu/aid/

Specific culinary scholarships are available. Be sure to specify/request the following if you are an HCAT student and you meet the requirements. The following is a list of AACC culinary scholarships:

AIWF	Min. 2.5 GPA	Needs based
Kristin Aymard Scholarship	Min. 3.0 GPA	Needs based
Whole Foods Market Culinary Arts Scholarship	Min. 3.0 GPA	Needs based
IFSEA	Min. 2.0 GPA	Needs based
AM Briggs Charles W. Harris & Hendrikus Wiskus Memorial Scholarship	Min. 3.0 GPA	Needs based
Andy Thompson Memorial Scholarship	Min. 3.0 GPA	

AACC HelpLink

If you're experiencing a specific financial need because of a single traumatic event or an on-going crisis, HelpLink may be able to provide support. Contact the HelpLink Team.

HCAT INSTITUTE STAFF DIRECTORY

Administrative, Professional Staff Faculty & Instructional Staff	
Donnisha Grant, M.Ed., MSIHM, CHE Director dagrant2@aacc.edu 410-777-2314 GBTC 505	Chef David Ludwig, CEPC, CHE Assistant Director drludwig@aacc.edu 410-777-2063 GBTC 506
Jo Baughan Program Coordinator jlbaughan@aacc.edu 410-777-2743 AMIL 002	Chef Ken Jarvis, CEC, CCE, CHE Professor kjarvis@aacc.edu 410-777-2722 HUM 013
Cheryl Ignaczak Facilities Manager cbignaczak@aacc.edu 410-777-7152 HCAT 118	Chef Melissa Hawkins, CWPC Instructional Specialist mhhawkins1@aacc.edu 410-777-2099 GBC 504
Wendy Melchor Office Associate wlmelchor@aacc.edu 410-777-7073 GBTC 502	Chef Michael Levins, CEC, CCA, WCCE, WCEC Instructional Specialist mrlevins@aacc.edu 410-777-2918 GBTC 504
Rebecca Sileo Operations Coordinator rasileo@aacc.edu 410-777-2966 GBTC 502	Chef Michael Santos, CEPC Instructional Specialist mbsantos1@aacc.edu 410-777-2488 HUM 013
	Chef Randy Stahl, CEC Instructional Specialist rstahl1@aacc.edu 410-777-1178 GBTC 504

APPENDICIES and DOCUMENTS TO SIGN

APPENDICIES
- HCAT Culinary Arts Program Map
- HCAT Baking & Pastry Program Map
- HCAT Hospitality Business Program Map
- AACC Core Competencies
- HCAT Program Outcomes

DOCUMENTS TO SIGN
- Academic Integrity Policy
- Accidental Injury Waiver
- Media Release
- Student Attestation Regarding COVID-19
- Student Agreement of Understanding

Information on selecting your major:

Every student is allowed to designate up to two majors. You can do this by going to MyAACC > Self Services > Credit Students > Academic Profile > Program/Curriculum Change.

Once you get here, follow the prompts to add both the current degree and certificate you are tracking for, or if you are not-degree seeking you can add two certificates that you wish to achieve. If you are seeking more than two programs, you can change your programs here after you achieve your previous choices, and if you complete more than two programs at the same time, you simply need to contact the AACC Records office to request graduation for the additional programs.

You can also use MyAACC to track your completion in any of the certificates or degrees you are seeking. Follow the same path to Academic Profile, and then select Evaluate Program Progress. You can then select any degree or certificate, and see how close you are to being eligible to graduate with in that program.

www.aacc.edu/hcat

PROGRAM NAME: Hotel/Restaurant Management – Baking and Pastry Arts Concentration
PROGRAM CODE: AAS.HRM.BAK-PASTRY
ACCREDITED BY: American Culinary Federation (ACF)

CONTACT: HCAT Institute
410-777-2398
HCAT-1@aacc.edu

Program chart: Courses in the first term are designed to prepare students for courses in the second term and so on. Students with no developmental requirements in English or reading may register for a total of 18 credits per term. If you are a part-time student, you may take fewer credits by dividing the recommended courses across multiple terms to accommodate your schedule. **All degree-seeking students are eligible for both certificates.**

Term 1				Term 2				Term 3				Term 4			
COURSE/ REQUIREMENT	CREDITS	TERM TAKEN	GRADE	COURSE/ REQUIREMENT	CREDITS	TERM TAKEN	GRADE	COURSE/ REQUIREMENT	CREDITS	TERM TAKEN	GRADE	COURSE/ REQUIREMENT	CREDITS	TERM TAKEN	GRADE
ENG-101 or ENG-101A	3			ENG-102	3			Fundamentals of Oral Communication COM-111 or COM-116	3			Biological and Physical Science GER See note	3-4		
Mathematics GER	3			Computing and Information Technology CTA-100	3			Intermediate Cake Production HRM-202 Prereq: HRM-124	3			HRM (any eligible HRM course)	3		
Introduction to the Hospitality Industry HRM-111	3			Food Science and Nutritional Cooking HRM-190 Prereq: HRM-121 and HRM-124	3			Advanced Pastry Production HRM-226 Prereq: HRM-190 and HRM-203	3			Intermediate Bread Production HRM-201 Prereq: HRM-119	3		
Certification in Sanitation HRM-119	1			European Pastry, Torte and Gateau HRM-203 Prereq: HRM-124	3			World Culture and Cuisine: A Social Science Perspective HRM-232	3			Chocolates, Confections and Entremet HRM-227 Prereq: HRM-202 and HRM-203	3		
Introduction to Cooking HRM-121 Coreq: HRM-119	3			Food and Beverage Operations Management HRM-251 Prereq: HRM-121	3			Purchasing and Cost Controls HRM-260 Prereq: HRM-111 and HRM-121 or HRM-124	3			Internship in Hotel/Restaurant Management HRM-275 Prereq: HRM-251 and HRM-260	3		
Introduction to Baking and Pastry HRM 124 Coreq: HRM-119	3														

Certificate Options:

| PROGRAM NAME: FUNDAMENTALS OF COOKING and BAKING OPTION | PROGRAM CODE: CRT.HRM.COOK-BAKING |
| PROGRAM NAME: BAKING and PASTRY ARTS | PROGRAM CODE: CRT.HRM.BAK-PASTRY |

ACF American Culinary Federation

Note: Minimum of 61 credit hours required per degree.
Where course choices exist within programs, transfer students should consult with an advisor and use transfer resources to make course choices consistent with the requirements of their intended transfer school.

📖 (GER) Information on courses that meet general education requirements (GER) can be found in General Education Requirements section of the College Catalog by looking for the open book symbol and the name of the GER category.

Ⓓ This course meets the diversity requirement.

Ⓣ This course meets the technology requirement.

Ⓦ Wellness requirement is achieved throughout program by taking HRM 119, HRM 190 and HRM 232.

Ⓟ This course has a prerequisite.

🍴 Students must wear an approved chef uniform.

HOTEL/RESTAURANT MANAGEMENT DEGREE
PREREQUISITES – BAKING AND PASTRY ARTS CONCENTRATION

PROGRAM PREREQUISITES: Prerequisites are courses which must be successfully completed prior to enrollment in the next level course. This chart shows the prerequisites required for courses in this program and is a guide for planning student schedules for each term.
COREQUISITE: This is a set of courses required to be taken during the same term.

FIRST TERM

COURSE NAME	COURSE NUMBER	PREREQUISITE
Introduction to the Hospitality Industry	HRM-111	None
Certification in Sanitation	HRM-119	None
Introduction to Cooking	HRM-121	HRM-119 (corequisite)
Introduction to Baking and Pastry	HRM-124	HRM-119 (corequisite)

SECOND TERM

COURSE NAME	COURSE NUMBER	PREREQUISITE
Food Science and Nutritional Cooking	HRM-190	HRM-119, HRM-121 and HRM-124
European Pastry, Torte and Gateau	HRM-230	HRM-124
Food and Beverage Operations Management	HRM-251	HRM-121

THIRD TERM

COURSE NAME	COURSE NUMBER	PREREQUISITE
Intermediate Bread Production	HRM-201	HRM-119
Intermediate Cake Production	HRM-202	HRM-124
Purchasing and Cost Controls	HRM-260	HRM-111 and either HRM-121 or HRM-124

FOURTH TERM

COURSE NAME	COURSE NUMBER	PREREQUISITE
Advanced Pastry Production	HRM-226	HRM-190 and HRM-203
Chocolates, Confections and Entremet	HRM-227	HRM-202 and HRM-203
Internship in Hotel/Restaurant Management	HRM-275	HRM-251 and HRM-260

Questions? Call **410-777-2398** or visit **www.aacc.edu/hcat**.

www.aacc.edu/hcat

PROGRAM NAME: Hotel/Restaurant Management – Culinary Arts Concentration
PROGRAM CODE: AAS.HRM.CULINARY-A
ACCREDITED BY: American Culinary Federation (ACF)

CONTACT: HCAT Institute
410-777-2398
HCAT-1@aacc.edu

Program chart: Courses in the first term are designed to prepare students for courses in the second term and so on. Students with no developmental requirements in English or reading may register for a total of 18 credits per term. If you are a part-time student, you may take fewer credits by dividing the recommended courses across multiple terms to accommodate your schedule. **All degree-seeking students are eligible for both certificates.**

Term 1				Term 2				Term 3				Term 4			
COURSE/ REQUIREMENT	CREDITS	TERM TAKEN	GRADE	COURSE/ REQUIREMENT	CREDITS	TERM TAKEN	GRADE	COURSE/ REQUIREMENT	CREDITS	TERM TAKEN	GRADE	COURSE/ REQUIREMENT	CREDITS	TERM TAKEN	GRADE
ENG-101 or ENG-101A	3			ENG-102	3			Fundamentals of Oral Communication COM-111 or COM-116	3			Biological and Physical Science GER See note	3-4		
Mathematics GER	3			Computing and Information Technology CTA-100	3			Cooking Techniques 2 HRM-205 Prereq: HRM-123	3			HRM (any eligible HRM course)	3		
Introduction to the Hospitality Industry HRM-111	3			Food Science and Nutritional Cooking HRM-190 Prereq: HRM-121 & HRM-124	3			International Cuisine HRM-223 Prereq: HRM-123 and HRM-124 (suggested HRM-205)	3			Garde Manger HRM-220 Prereq: HRM-123	3		
Certification in Sanitation HRM-119	1			Cooking Techniques 1 HRM -123 Prereq: HRM-121	3			World Culture and Cuisine: A Social Science Perspective HRM-232	3			Restaurant Simulation HRM-225 Prereq: HRM-190 and HRM-205	3		
Introduction to Cooking HRM-121 Coreq: HRM-119	3			Food and Beverage Operations Management HRM-251 Prereq: HRM-121	3			Purchasing and Cost Controls HRM-260 Prereq: HRM-111 and HRM-121 or HRM-124	3			Internship in Hotel/Restaurant Management HRM-275 Prereq: HRM-251 and HRM-260	3		
Introduction to Baking and Pastry HRM-124 Coreq: HRM-119	3														

Certificate Options:

PROGRAM NAME: FUNDAMENTALS OF COOKING and BAKING OPTION	**PROGRAM CODE:** CRT.HRM.COOK-BAKING	
PROGRAM NAME: CULINARY ARTS	**PROGRAM CODE:** CRT.HRM.CUL-ART	

Note: Minimum of 61 credit hours required per degree.
Where course choices exist within programs, transfer students should consult with an advisor and use transfer resources to make course choices consistent with the requirements of their intended transfer school.

(GER) Information on courses that meet general education requirements (GER) can be found in General Education Requirements section of the College Catalog by looking for the open book symbol and the name of the GER category.

Ⓓ This course meets the diversity requirement.

Ⓣ This course meets the technology requirement.

Ⓦ Wellness requirement is achieved throughout program by taking HRM 119, HRM 190 and HRM 232.

Ⓟ This course has a prerequisite.

Students must wear an approved chef uniform.

AACC | Hotel, Culinary Arts and Tourism Institute

ACF — American Culinary Federation

PROGRAM PREREQUISITES: Prerequisites are courses which must be successfully completed prior to enrollment in the next level course. This chart shows the prerequisites required for courses in this program and is a guide for planning student schedules for each term.

COREQUISITE: This is a set of courses required to be taken during the same term.

FIRST TERM

COURSE NAME	COURSE NUMBER	PREREQUISITE
Introduction to the Hospitality Industry	HRM-111	None
Certification in Sanitation	HRM-119	None
Introduction to Cooking	HRM-121	HRM-119 (corequisite)
Introduction to Baking and Pastry	HRM-124	HRM-119 (corequisite)

SECOND TERM

COURSE NAME	COURSE NUMBER	PREREQUISITE
Cooking Techniques 1	HRM-123	HRM-119 and HRM-121
Food Science and Nutritional Cooking	HRM-190	HRM-119, HRM-121 and HRM-124
Food and Beverage Operations Management	HRM-251	HRM-121

THIRD TERM

COURSE NAME	COURSE NUMBER	PREREQUISITE
Cooking Techniques 2	HRM-205	HRM-123
Garde Manger	HRM-220	HRM-123 or HRM-203
Purchasing and Cost Controls	HRM-260	HRM-111 and either HRM-121 or HRM-124

FOURTH TERM

COURSE NAME	COURSE NUMBER	PREREQUISITE
International Cuisine	HRM-223	HRM-123 and HRM-124 (suggested HRM-205)
Restaurant Production and Simulation	HRM-225	HRM-190 and HRM-205
Internship in Hotel/Restaurant Management	HRM-275	HRM-251 and HRM-260

Questions? Call **410-777-2398** or visit **www.aacc.edu/hcat**.

REQUIREMENTS FOR YOUR ACADEMIC PROGRAM
catalog.aacc.edu
www.aacc.edu/hcat

PROGRAM NAME: Hotel/Restaurant Management – Hospitality Management Concentration
PROGRAM CODE: AAS.HRM.HOSPITALITY
ACCREDITED BY: Accrediting Commission for Programs in Hospitality Administration (ACPHA)

CONTACT: HCAT Institute
410-777-2398
HCAT-1@aacc.edu

Program Chart: Courses in the first term are designed to prepare students for courses in the second term and so on. Students with no developmental requirements in English or reading may register for a total of 18 credits per term. If you are a part-time student, you may take fewer credits by dividing the recommended courses across multiple terms to accommodate your schedule. **All degree-seeking students are eligible for both certificates.**

Term 1				Term 2				Term 3				Term 4			
COURSE/REQUIREMENT	CREDITS	TERM TAKEN	GRADE	COURSE/REQUIREMENT	CREDITS	TERM TAKEN	GRADE	COURSE/REQUIREMENT	CREDITS	TERM TAKEN	GRADE	COURSE/REQUIREMENT	CREDITS	TERM TAKEN	GRADE
ENG-101 or ENG-101A	3			ENG-102	3			Computing and Information Technology CTA-100	3			Biological and Physical Science GER See note	3-4		
Fundamentals of Oral Communication COM-111 or COM-116	3			Mathematics GER	3			HRM or ESI Elective	3			Health/Fitness/Wellness	3		
Event Planning HRM-140	3			Food and Beverage Operations Management HRM-251 Prereq: HRM-121	3			World Culture and Cuisine: A Social Science Perspective HRM-232	3			Marketig Principles BPA-125 or E-marketing BPA-127/ESI-127	3		
Introduction to the Hospitality Industry HRM-111	3			Catering Management HRM-253	3			Principles of Supervision BPA-171	3			Hotel Property Management HRM-256	3		
Certification in Sanitation HRM-119	1			Meeting and Conference Planning HRM-240	3			Purchasing and Cost Controls HRM-260 Prereq: HRM-111 and HRM-121 or HRM-124	3			Internship in Hotel/Restaurant Management HRM-275 Prereq: HRM-251 and HRM-260	3		
Introduction to Cooking HRM-121 Coreq: HRM-119	3														

Certificate Options:

PROGRAM NAME: EVENT PLANNING and CATERING	PROGRAM CODE: CRT.HRM.EVT-PLN-CAT
PROGRAM NAME: HOSPITALITY MANAGEMENT	PROGRAM CODE: CRT.HRM.HSP-MGMT

Note: Minimum of 61 credit hours required per degree.
Where course choices exist within programs, transfer students should consult with an advisor and use transfer resources to make course choices consistent with the requirements of their intended transfer school.

📖 (GER) Information on courses that meet general education requirements (GER) can be found in General Education Requirements section of the College Catalog by looking for the open book symbol and the name of the GER category.

Ⓓ This course meets the diversity requirement.

Ⓣ This course meets the technology requirement.

Ⓦ (GER) Wellness requirement. Requirement can also be achieved by taking HRM 119, HRM 190 and HRM 232.

Ⓟ This course has a prerequisite.

👨‍🍳 Students must wear an approved chef uniform.

AACC | Hotel, Culinary Arts and Tourism Institute

HOTEL/RESTAURANT MANAGEMENT DEGREE
PREREQUISITES – HOSPITALITY MANAGEMENT CONCENTRATION

PROGRAM PREREQUISITES: Prerequisites are courses which must be successfully completed prior to enrollment in the next level course. This chart shows the prerequisites required for courses in this program and is a guide for planning student schedules for each term.
COREQUISITE: A set of courses required to be taken during the same term.

FIRST TERM

COURSE NAME	COURSE NUMBER	PREREQUISITE
Introduction to the Hospitality Industry	HRM-111	None
Certification in Sanitation	HRM-119	None
Introduction to Cooking	HRM-121	HRM-119 (corequisite)
Event Planning	HRM-140	None

SECOND TERM

COURSE NAME	COURSE NUMBER	PREREQUISITE
Meeting and Conference Planning	HRM-240	None
Food and Beverage Operations Management	HRM-251	HRM-121
Catering Management	HRM-253	None

THIRD TERM

COURSE NAME	COURSE NUMBER	PREREQUISITE
Purchasing and Cost Controls	HRM-260	HRM-111 and either HRM-121 or HRM-124

FOURTH TERM

COURSE NAME	COURSE NUMBER	PREREQUISITE
Internship in Hotel/Restaurant Management	HRM-275	HRM-251 and HRM-260

Questions? Call **410-777-2398** or visit **www.aacc.edu/hcat**.

AACC CORE COMPETENCIES

Consistent with the institutional mission and vision, Anne Arundel Community College expects students to gain and demonstrate proficiency in core competencies which encompass general education and essential life skills. The college is committed to offering experiences that allow students to acquire, develop and demonstrate growth in these competencies. The attainment of these competencies provides the foundation for lifelong learning.

COMMUNICATION
Using listening, speaking, reading, writing and visual communication skills effectively.

GLOBAL PERSPECTIVE
Awareness and understanding of the diversity and interdependence among cultures, communities and the environment.

INFORMATION LITERACY
Recognizing when information is needed and locating, evaluating and using information appropriately.

QUANTITATIVE REASONING
Applying mathematical concepts appropriately to analyze and interpret quantitative information.

PERSONAL WELLNESS
Demonstrating the use of strategies that promote holistic health and wellness.

INNOVATIVE AND CRITICAL THINKING
Integrating knowledge to analyze problems using different modes of thinking (critical, creative and innovative).

SCIENTIFIC REASONING
Applying logic and the scientific method to interpret observable evidence.

SELF-MANAGEMENT
Displaying accountability and adaptability as a learner.

SOCIAL AND CIVIC RESPONSIBILITY
Participating in communities as an informed, committed and productive individual.

TECHNOLOGY FLUENCY
Utilizing technology to enhance productivity in one's academic, professional and personal life.

HCAT PROGRAM OUTCOMES

The Hotel Culinary Arts and Tourism Institute at Anne Arundel Community College is committed to learning that allows students to acquire, develop and demonstrate outcomes essential for success in the hospitality and culinary industries. These outcomes provide for a core set of transferable skills in the following nine areas:

FOOD SAFETY: Demonstrate food safety practices that will ensure safe food production from purchase to service.

CUSTOMER SERVICE: Apply the concepts and skills necessary to achieve guest satisfaction.

MULTICULTURAL PERSPECTIVES: Demonstrate knowledge of multicultural perspectives to meet the needs of the guest and employees.

SUSTAINABILITY: Use knowledge of best practices to further sustainability (economic, environmental, and cultural/social) in the industry.

MANAGEMENT: Leadership and Human Relationships: Demonstrate ability to perform basic and supervisory level job functions in hotel and restaurant careers.

LEADERSHIP AND HUMAN RELATIONSHIPS: Assess the leadership, supervisory and human relations skills within the hospitality industry.

MARKETING: Practice effective sales techniques and procedures including marketing, public relations, and entrepreneurship.

APPLICATION OF SKILLS AND MAJOR CONCEPTS: Apply the major concepts, skills and values of the restaurant, food and beverage profession to address industry problems both locally and globally.

TECHNOLOGY INTEGRATION: Integrate current industry technologies in all aspects of hospitality management.

Adding a Digital Signature
Bring your document up in Adobe.

Click Tools at the top.
- ➤ Forms and Signatures
- ➤ Certificates
- ➤ Digitally Sign

At this point it will ask you to click and create a box on the form where you can sign your name. It will then prompt you to choose a digital signature that you may already have created, or to create one (see above).

Once you either select or create, that should add your Adobe Secure Digital signature to the form.

ANNE ARUNDEL COMMUNITY COLLEGE

Course # and Section: _____

Instructor's Name: _____

I am aware of Anne Arundel Community College's Academic Integrity Policy and the related procedures as cited in the *College Catalog*. I am aware of the consequences in this class for breaching the policy by cheating, fabricating, plagiarizing, facilitating another in academic dishonesty and committing other offenses related to academic dishonesty. I agree to abide by this policy and the other administrative procedures for this course.

Student's Signature: _____

Student's Name: _____

Date: _____

DEFINITIONS

An incident of academic dishonesty occurs when a student commits any of the following acts (this list does not preclude other acts of academic fraud):

A. Cheating, which is the use or attempted use of unauthorized material, information, electronic device, implement or study aid in an academic exercise or assignment without the instructor's permission;

B. Plagiarizing, which is the unacknowledged or improperly cited adoption or reproduction of the ideas, words, data or statements of others, including fellow students and internet sources;

C. Fabricating or falsifying, which is the unauthorized falsification or invention of any data, information or citation in an academic exercise;

D. Impersonating, which is assuming another student's identity or allowing anotherstudent to do so for the purpose of fulfilling an academic requirement;

E. Facilitating, which is helping or attempting to help another commit an act of academic dishonesty.

For further information on academic dishonesty policies and procedures consult **THE ACADEMIC INTEGRITY POLICY** that is included in the *College Catalog*.

[1]*ACADEMIC INTEGRITY AND STUDENT DEVELOPMENT.* Adapted and reproduced with permission of the publisher, College Administration Publications.

ANNE ARUNDEL COMMUNITY COLLEGE

<u>ACCIDENTAL INJURY WAIVER FORM</u>

I,_____, do hereby acknowledge that I understand that neither Anne Arundel Community College nor its agents or employees will be held responsible for any injuries or medical expenses that I might incur while participating in

_____class/activity.

I understand that I assume risk of possible injury in participating in this course. I accept full responsibility for this possibility.

I further acknowledge and understand that Anne Arundel Community College has no incident insurance policy to cover medical costs that I might incur as a result of my participation in this course. I also realize that it is important for me to carry my own accident insurance policy, and to make sure that said policy cover injuries incurred during my participation in this class.

I also certify that I have no physical condition or injury that might affect my participation in this class.

Student's name _____Date_____
    (Please print)

Student Signature _____

If the Student is under 18 years of age, the parent or legal guardian must sign the following statement.

I certify that I am the parent or legal guardian of the above named minor and I have read, understood and accept the terms of this document.

Parent/Legal Guardian   Date
Signature _____   _____
(Required if student is under 18 years of age)

If this form is not signed, the AACC's Physician Statement and Medical Clearance Form must be signed and submitted before the student may participate in class.

Participant's First and Last Name (please print): _____

Written Consent of Participant and Legal Guardian of Participant

I HEREBY GIVE MY PERMISSION AND CONSENT for the use of my likeness to Anne Arundel Community College and its respective successors and assigns for any and all commercial purposes in any and all photograph(s), photographic print(s), and/or film(s), and/or tape(s), and/or likeness(es) of myself, or other reproductions from negatives made of me (and all rights therein including the copyright) and authorize Anne Arundel Community College to make changes or alterations in any photograph(s), photographic print(s), and/or film(s), and/or tape(s), and/or likeness(es), reproductions or additions thereto produced pursuant hereto in any manner and with whatever copy they choose, without restriction as to frequency or duration of usage.

I FURTHER UNDERSTAND, ACKNOWLEDGE AND AGREE AS FOLLOWS:

1. **I AGREE** that Anne Arundel Community College shall have and I hereby grant to Anne Arundel Community College the full and exclusive right to display and reproduce or cause to be reproduced my photograph(s), and/ or film(s), and/or tape(s), and/or likeness(es) in any medium, electronic or otherwise, and to use said likeness(es) in any way in connection with the promotion of Anne Arundel Community College.

2. **I REPRESENT** that my photograph(s), and/or film(s), and/or tape(s), and/ or likeness(es) are not subject to any ownership claim except from me and I agree that Anne Arundel Community College shall have and I hereby grant and assign to Anne Arundel Community College and its successors the full, exclusive and complete ownership of my photograph(s), and/or film(s), and/or tape(s), and/or likeness(es) and their reproductions and other materials (and all rights therein, including the copyright) produced pursuant to this release, which shall be deemed the sole property of Anne Arundel Community College.

3. **I AGREE** that Anne Arundel Community College may sell, publish, or use said photograph(s), and/or film(s), and/or tape(s), and/or likeness(es) for such purposes and in any manner and with whatever copy they choose as the college may deem appropriate in its sole discretion.

4. **I HEREBY, IN ADVANCE, RELEASE**, waive, forever discharge, hold harmless and covenant not to sue Anne Arundel Community College, its trustees, employees, students, contractors, agents or representatives from and against any and all liability for any harm, injury, damage, claims, actions, causes of action, costs, demands, and expenses of any nature whatsoever which relate to any loss, damage, or injury whatsoever that may be sustained by me, or to any property belonging to me, or to any third party, whether or not caused by the negligence or carelessness of Anne Arundel Community College, its trustees, employees, contractors, agents or representatives, including students acting as such.

5. **I UNDERSTAND** that this written consent shall remain in effect until revoked by me, in writing, and delivered to Amy Gurtshaw (LUDL 142), Anne Arundel Community College employee, or her/his successor, together with the lapse of a reasonable amount of time to remove said information from publication; nevertheless such revocation shall have no effect whatsoever on publications of the information prior to the effective date of the revocation, nor shall the revocation affect any of the obligations contained herein with respect to such use or disclosure of my likeness by Anne Arundel Community College, and any consequences flowing therefrom.

6. **THIS AGREEMENT CONSTITUTES** the entire agreement between the parties concerning the subject matter and shall be governed by the laws of the State of Maryland (except conflict of laws provisions). Any modification of this agreement shall be in writing and signed by both parties. If the likeness is of a minor person, then a parent or legal guardian shall also sign this agreement and any modifications thereto.

7. **I HEREBY WARRANT AND REPRESENT** that I am at least eighteen (18)* years of age, have the full right to contract in my own name with respect to the matters stated above, and have no conflicting advertising or promotional commitments that would cause me to be unable to enter into or fully perform the services and grant the rights specified by this release which I hereby make binding on my heirs, next of kin, and personal representatives.

Agreed and Accepted — Participant Signature Required

PARTICIPANT (AND LEGAL GUARDIAN OF PARTICIPANT IF APPLICABLE)

* IF THE SIGNED IS THE LEGAL GUARDIAN OF PARTICIPANT(S) UNDER EIGHTEEN (18) YEARS OF AGE then you warrant and represent that you are the parent or legal guardian of the those participants and that you have read the above release agreement and understand and are fully familiar with the contents thereof and that you hereby grant your permission and consent to all of the foregoing.

IF PARTICIPANT IS UNDER 18 YEARS OF AGE, PARTICIPANT AND GUARDIAN MUST SIGN TOGETHER IN THE SPACE BELOW.

_____ _____ _____
Participant's Signature   Date   Guardian's Signature (If Applicable)

_____   _____
Email   Event or project association

Anne Arundel Community College STAFF ONLY

_____   _____
Employee Signature   Date

Please scan and email all completed forms to Layla Thompson-Koch (lthompsonkoch@aacc.edu) and Amy Gurtsahw (aegurtshaw@aacc.edu) for databasing.

Student Agreement of Understanding

Please print your name, sign your name, and date this signature sheet and turn it in to one of your HCAT instructors by the end of the first week of classes.

I have read and understand the Hotel, Culinary Arts, & Tourism Institute's Student Handbook and its contents. I agree to abide by its conditions and contents.

Printed Name: _____

Signature: _____

Date:_____/_____/_____

American Culinary Federation
Membership Application

Once completed email to membership@acfchefs.org or mail this form and payment to the address above.

Select Your Chapter

Membership in a local ACF chapter is an excellent way to network with professionals in your area, meet local vendors and gain access to educational programs and ACF digital publications. To find the local chapter nearest you and the membership fees, visit the ACF website, www.acfchefs.org/chapters, or call our Membership Department at our toll-free number, (800) 624-9458.

Name of Chapter and/or Chapter ID: _____

Please let us know how you heard about the ACF: _____

Personal Information

Preferred address:　　Home　　　Work

First Name: _____　MI: ____　Last Name: _____　DOB: _Not Needed_

Address: _____

City: _____　State: _____　Zip: _____

Phone: _____　Fax: _____　Email: _____

Company Name: _____　Job Title: _____

Company Address: _____

City: _____　State: _____　Zip: _____

Work Phone: _____　Work Fax: _____　Work Email: _____

Company Website: http:// _____

Your email address is very important! Your member publications and benefit updates are delivered by email.

Membership Category　　　　　　　　　　　　　　　　　　　　　　　　　Fees

Category	Description	Fees
Professional Culinarian	Culinarian with at least three (3) years full-time employment in the culinary profession	$ _____
Culinarian	Culinarian not involved in the management or supervision of staff, minimum six (6) months full-time employment	$ _____
Student Culinarian	Student or apprentice in the culinary field and less than two (2) years work experience	$ _____
Junior Culinarian	High School student between 16-18 years of age.	$ _____
Associate	A representative of a group, company or corporation providing products and services to the culinary profession	$ _____
Allied	An individual employed in a field related to the culinary profession (Dietitian, Nutritionist, Restaurant Manager/Owner, etc.)	$ _____
Culinary Enthusiast	Not employed in a culinary field, but has a passion for the culinary arts.	$ _____

National Culinary Review　　Add a print subscription to your membership (a $30 savings off the nonmember price)　$ 30.00

For international subscriptions please contact ACF membership@acfchefs.org.

Payment Information

　　I have enclosed a check made payable to the American Culinary Federation (ACF).

　　Please bill my:　　Visa　　MasterCard　　Amex　　Discover

Account Number: _____　Exp Date: _____　Amount: _____

Billing Address: _____

City: _____　State: _____　Zip: _____

~~PAID BY AACC~~

Name on Account: _____　Signature: _____

MA011922

American Culinary Federation

ACFEF Accredited Program
Graduate Certification Application

American Culinary Federation, Inc. • certify@acfchefs.org • 6816 Southpoint Pkwy, Ste 400 • Jacksonville, FL 32216 • (800) 624-9458 • www.acfchefs.org

Congratulations, you have graduated from an ACFEF Accredited Program!

As a graduate, you are eligible for ACF Certification. Please complete the application, attach documentation and either email to certify@acfchefs.org, or mail this form and payment to the address above.

Applying for: Certified Culinarian® (CC®)   Certified Pastry Culinarian® (CPC®)   Both

Certified Sous Chef® (CSC®)   Certified Working Pastry Chef® (CWPC®)   Both

Personal Information

First Name: _____   MI: ____   Last Name: _____   ACF #: _____

Home Phone: _____   Cell Phone: _____   Personal Email: _____

Home Address: _____

City: _____   State: _____   Zip: _____

Name of School: _____

Name (as it should appear certificate): _____

Mandatory Requirements

Education	Graduation Date	Transcript Included
Certificate Program (work experience required)	_____	
Associate's Degree Program	_____	
Bachelor's Degree Program	_____	

All Applicants   Documentation Included

Copy of final college transcript showing school name, graduation date, and program of study

Documentation of ACF Membership or $85.00 non-member application fee

Certificate Program Applicants Only

Employment verification for one (1) year of entry level culinary experience

• Valid forms of documentation include: ACF Employment Documentation Form or signed employment verification letters on company letterhead. Resumes are not a valid form of documentation.

ACF Certification levels are valid for five (5) years. At that point, your designation will expire, unless you apply for ACF Recertification. Take 80 Continuing Education Hours (CEHs) every five (5) years to recertify.

American Culinary Federation, Inc. • certify@acfchefs.org • 6816 Southpoint Pkwy, Ste 400 • Jacksonville, FL 32216 • (800) 624-9458 • www.acfchefs.org

Payment Information

No fee for ACF Member $85.00 Non-Member Fee

I have enclosed a check made payable to the American Culinary Federation (ACF).

Please bill my: Visa   MasterCard   Amex   Discover

Credit Card Number: _____ Exp Date: _____ CSC #: _____ Amount: _____

Billing Address: _____

City: _____   State: _____   Zip: _____

Name on Account: _____   Signature: _____

PAID BY AACC

Certification Agreement

With this application, I verify the information provided is truthful and accurate. I grant the ACF permission to investigate employment and education, and I release from liability all persons and companies supplying such information. I agree to adhere to the ACF Certification Code of Ethics, Designation Usage and policies of the certification program and agree to accept the ACF Certification Commission's determination on all certification decisions. Certification is awarded for one year and recertification is required to maintain certification designation. I acknowledge that false statements or misrepresentation may result in the revocation of this application and/or approved certification. I agree to allow ACF to share my certification accomplishment in ACF communications and with local newspapers and industry publications.

Check this box if you do **not** want your certification accomplishments included in ACF communications or shared with media.

Signature: _____   Date: _____

Retention Policy: Certification documents will be retained for seven years after certification expiration.

ANNE ARUNDEL COMMUNITY COLLEGE

101 College Parkway Arnold, Maryland 21012-1895
Records and Registration Office / SSVC 140
410-777-2243 / Fax 410-777-2489 / records@aacc.edu

STUDENT RELEASE OF INFORMATION FORM

Parents, guardians, and other individuals associated with a student do not have the right to access the student's education record, including the student's financial account with the College. According to federal law, Anne Arundel Community College may not release specific aspects or any information of a student's education record to a parent, relative or guardian unless the student grants permission in writing to do so.

In signing this form, you the student, grant the offices you designate below permission to discuss your records with the person(s) or agency if they contact us **in person** and notify our staff that a release is on file.

To revoke a previous release, write "NONE" in the authorized individuals section.

Student Name: _____ AACC ID# _____

Full name of the individual(s), or name & address of the agency, to whom you are granting access to your education records:

American Culinary Federation
_____

180 Center Place Way, St. Augustine, FL 32095
_____

Please indicate the records you are authorizing the person(s) or agencies listed above to access by initialing the box(es):

[ ]	Academic data – Records and Registration office only (not records maintained by instructors)
[ ]	Financial aid, student account, veterans benefits, and scholarships data – Financial Aid and Accounts Receivable offices
[ ]	Placement testing data – Testing Center
[ ]	Academic advising information (Not personal counseling information) – Counseling, Advising, and Retention Services office

Date you want this authorization to expire: _____

I, the undersigned, hereby authorize the Anne Arundel Community College (AACC) office(s) initialed above to release information to (and/or discuss the information noted with) the individuals or agency listed. I understand further that:

1. I have the right to consent to the release of my academic information.
2. I have the right to receive a copy of such records upon written request.
3. That this consent shall remain in effect until the expiration date listed above, unless revoked by me in writing and delivered to the AACC Records and Registration Office, but that such revocation will not affect disclosures previously made by AACC prior to the receipt of any such written revocation.

STUDENT SIGNATURE *(required)* _____ Date _____

This information is released subject to the confidentiality provisions of appropriate state and federal laws and regulations, which prohibit any further disclosure of this information without the specific written consent of the person to whom it pertains, or as otherwise permitted by such laws and regulations.

Rev. 06/2017