

Culinary Arts

Information Guide and Application

August 15, 2012



FRANKLIN TECHNOLOGY CENTER @ MSSU
3950 E. Newman Road
Joplin, MO 64801

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Culinary Arts

Culinary Arts

900 Clock Hour Certification Program
Monday – Thursday 4:30 pm – 9:30 pm
Program Coordinator: Penny Williams
Phone: 417.659.4452
williams-pe@mssu.edu

Our Culinary Arts Program offers a hands-on learning environment with career-based instruction lead by local area professionals. Students will learn the basic fundamentals associated with becoming a professional chef. The focus of this program is to educate students in various culinary areas such as techniques and design, baking and pastry, food production, customer service, inventory & purchasing, nutrition, hospitality & restaurant management, as well as menu development.

Students will also have the opportunity to gain the practical experience employers are seeking by participating in an industry internship program. Graduates will be awarded a program certificate which outlines, acknowledges, and validates the mastery levels required for successful program completion, as well as test for national certifications.

This program uses numerous instructional strategies to ensure optimal student performance.

Program Hours

The **Culinary Arts** program is 900 clock hours.

Testing

All applicants are required to take the TABE test after acceptance into the CA program.

Certificates

Competency certificates from Franklin Technology Center will be awarded to each student who successfully completes the curriculum, grade, and attendance requirements. Students may test for national certifications.

Open Enrollment/Open Exit

The traditional beginning date for this program is August. Prospective students may contact the program coordinator to schedule an appointment for additional questions.



Topics Covered *

- Introduction to the Hospitality Industry and Professionalism
- Sanitation and Safety
 - Students will test to become ServSafe Certified
- Preparation
 - Tools and Equipment
 - Knife Skills
 - Flavors and Flavorings
 - Dairy Products
 - Mise en Place
- Identification of Products
 - Using Appearance and Taste
- Food Preparation, Cooking and Design
 - Principles of Cooking
 - Stocks, Sauces, and Marinades
 - Soups
 - Principles of Meat Cookery
 - Fish and Shellfish
 - Eggs and Breakfast
 - Vegetables
 - Potatoes, Grains, and Pastas
 - Healthy Cooking
- Garde Manger
 - Salads and Salad Dressings
 - Fruits
 - Sandwiches
 - Charcuterie
 - Hors d'Oeuvres and Canapés
- Baking
 - Principles of the Bakershop
 - Quick and Yeast Breads
 - Pies, Pastries and Cookies
 - Cakes and Frostings
 - Custards, Creams, Frozen Desserts and Sauces
- Nutrition
- Menu Planning and Recipe Conversion
- Customer Service and Establishment Service
- Professional Presentation
 - Individual Plate and Buffet
- Purchasing and Receiving
- Leadership
- On-the-job Training Internship

FRANKLIN TECHNOLOGY CENTER

CULINARY ARTS

School Year 2012 - 2013

Beginning Date: August 15, 2012

Ending Date: May 27, 2013

Application Fee Of \$50.00 Required Prior to Acceptance Into Program

TUITION	\$	7,350.00
TEXTBOOK PURCHASE	\$	100.00
SUPPLIES	\$	1,410.00
FEES	\$	75.00
PROGRAM TOTAL	\$	8,935.00

*****Program costs are subject to change*****
Revised 4/4/12

Franklin Technology Center

Culinary Arts Program

Application Procedure

STEP 1 – Complete and return application

In order to be considered for the program, the first step in the process is receiving this packet with the enclosed information, completing the application, and paying the application fee. Once your application has been submitted, you will move to STEP 2. Please do the following in **STEP 1:**

- Read the enclosed information about the program.
- Review program cost sheet and keep a copy (Important: The school reserves the right to adjust program tuition and fees prior to the start of the program).
- Complete the application form and sign.
- Return the application along with a non-refundable \$50.00 application fee to the FTC business office in the Criminal Justice Center on MSSU campus.

Please direct all correspondence and inquires to:

Franklin Technology Center @ MSSU
Criminal Justice Building, Room 20
3950 E. Newman Road
Joplin MO 64801

Telephone: (417) 659-4400

Fax: (417) 659-4408

STEP 2 – Contact Financial Aid Office

- All applicants must contact the Financial Aid Office at 417-625-9865 or email hobart-k@mssu.edu.

Important: In addition to completion of the Financial Aid application you must *ALSO* complete the FTC program application and pay the \$50.00 application fee as listed in STEP 1.

STEP 3 – Submit the following:

- *Official* High School transcript or GED

Franklin Technology Center

Culinary Arts Program Application

PERSONAL INFORMATION *(please print clearly)*

Date Received: _____
Receipt #: _____
Agency: _____
Counselor: _____
Copy to Bookkeeper: _____

Name: _____ Maiden: _____
(First) (M.I.) (Last)

Address: _____
(City) (State) (Zip)

SS#: _____ Date of Birth: _____ Phone: _____

E-Mail: _____

EDUCATIONAL HISTORY

I graduated in _____ from _____
(MM/YY) (Name of School) (City) (State)

I completed my GED in _____ in the state of _____.
(MM/YY)

Have you completed any college coursework? ____ Yes ____ No If yes, where? _____
(Include state)

List any college degrees or vocational certificates held: _____

EMPLOYMENT HISTORY *(list your last two places of employment beginning with most recent)*

1. Employer w/ address: _____

Phone: _____ Date Employed: _____ Date of Termination _____

Reason for leaving *(optional)*: _____

2. Employer w/ address: _____

Phone: _____ Date Employed: _____ Date of Termination _____

Reason for leaving *(optional)*: _____

3. ____ I have not been employed outside the home.

EMERGENCY CONTACT INFORMATION *(List three people we may contact in case of emergency)*

1. Name: _____ Relationship: _____

Home Phone: _____ Street Address: _____

Work Phone: _____ City, State, Zip: _____

2. Name: _____ Relationship: _____

Home Phone: _____ Street Address: _____

Work Phone: _____ City, State, Zip: _____

3. Name: _____ Relationship: _____

Home Phone: _____ Street Address: _____

Work Phone: _____ City, State, Zip: _____

CRIMINAL BACKGROUND CHECK:

All applicants applying for FTC programs will be required to undergo a criminal background check. This background check will require the applicant to list all states the applicant has resided in since 18 years of age. Failure to accurately list this information may result in denial of entrance into the program. Students that are accepted through false or incorrect information for the background check will be terminated from the educational program. Students with an insufficient or questionable background check or adults attending programs located in a building with minors will be required to have fingerprints taken and sent to the FBI for review. **Failure to have a clear background check will result in immediate dismissal from the program.**

Have you ever been convicted as an adult offender of any crime? _____Yes _____No

If yes, is your name on the Department of Social Services Disqualification List? (This list includes people who have pled guilty to any A or B felony violation of chapters 565,566,569 RSMo). The felonies covered in these chapters focus primarily on crimes against another person and are listed below. Please check which ones apply to you:

- _____ Voluntary Manslaughter _____ 1st & 2nd degree Arson _____ 1st & 2nd degree Robbery
- _____ 1st & 2nd degree Assault _____ Murder _____ Sexual Offender
- _____ Other (Specify) _____

PROGRAM INFORMATION:

Have you previously applied for any Culinary Arts or similar program? _____Yes _____No
Where? _____

Have you taken any entrance exam for a program? _____Yes _____No

Which test have you taken? _____HOBET _____TABE

How did you hear about the Culinary Arts Program?

- _____ Radio _____ School Sign _____ Friend _____ Other
- _____ TV _____ Brochure _____ Newspaper

THE SCHOOL DISTRICT OF JOPLIN DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, DISABILITY OR VETERAN STATUS, NOR WITH ANY PROVISIONS FOR THE "AMERICANS WITH DISABILITIES ACT" OF THE APPLICANT (SECTION IV).

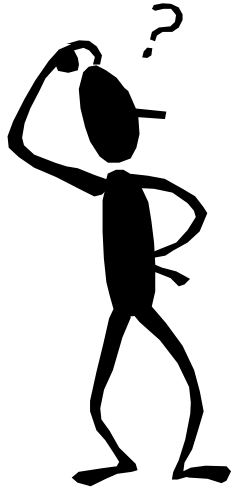
If accepted as a student, I give FTC permission to release a copy of my school records to inquiries such as employment for educational purposes, according to the Family Educational and Privacy Act of 1974. In connection with my application with the school, I understand that a consumer report, which may contain public record information, is being requested. This report may include the following types of information: Names and dates of previous employers, credit information, etc. I further understand that such report may contain public record information concerning my credit, bankruptcy proceeding, and etc. from federal, state and other agencies that maintain such records.

I authorize, without reservation, any party or agency contacted to furnish the above-mentioned information. I certify that the information provided on this application is correct to the best of my knowledge and that I am at least 17 years of age. **Falsification of any part of this application may be grounds for dismissal from FTC.**

NOTICE OF CONFIDENTIALITY:

Franklin Technology Center receives funds under certain programs of the US Dept of Education and is required by law to collect social security numbers (SSN) from its students for the administration of those programs. We are also required by law to maintain certain documents in accordance with Missouri's records retention policies. We do not collect or share personal information for any purpose other than to respond to you and the governmental agencies requiring us to report such information.

Date: _____ Signature: _____



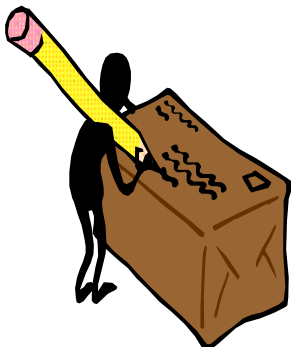
The Next Step



1. Complete your FAFSA online at fafsa.gov. Call the FTC Financial Aid Office at 417-625-9865 if you have questions on how to fill it out or if you don't have access to a computer.



2. In order to fill out your FAFSA, last year's federal tax return must be completed. If married, you must include spouse's information or if you answer all questions with a NO on Step 3 of the FAFSA, you are required to include parent's information on Step 4.



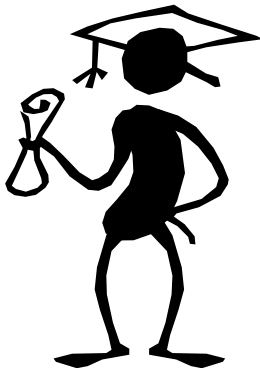
3. Once your FAFSA is submitted, wait 2-3 business days then call the FTC Financial Aid Office to set up an appointment to complete the financial aid process.



4. You will receive a Student Aid Report (SAR) from the US Department of Education in approximately 2 weeks. Verify that all information is correct.



5. Your FTC Award letter will be given to you at the beginning of the program.



6. Study hard and attend classes and you should receive your graduation certificate.

If a funding agency will be providing any monies toward your program costs we must have the following documentation on file before you can attend any program classes. It is the student's responsibility to work closely with their counselor to insure proper documentation has been received by the FTC bookkeeping or financial aid office.

1. Written letter on agency letterhead for \$50 application fee
2. Funding voucher, training agreement, etc. for any program costs