

CULN 271, Purchasing & Cost Control

Course Number/Code	Course Title	Lab/Lecture Hrs per Wk	Credits
CULN 271 CRN 31360 & 31361	Hospitality Purchasing & Cost Control	Lecture – 10 Lab – 8	5

Semester/Year	Class Location	Class Times
Fall 2013 Module 1 & 2	Ohelo 111	Mon – 10:00 am – 11:50 pm T,W,R,F – 10:00 am – 1:50 pm

Prerequisites
A grade of “C” or better in CULN 130, or consent of instructor/department chairperson.

Comments
Recommended preparation: Keyboarding & computer skills

Instructor’s name	Office Location	Office Number	Email	Office Hours
Ron Takahashi, MBA, CFBE, CHE	Ohelo 101	734-9485	rtakahas@hawaii.edu	9:30 – 10:00 Mon - Fri
John Santamaria	Ohelo 201A	734-9201	manueljs@hawaii.edu	TBA

Course Description:
Study of cost control systems as they apply to restaurants, hotels, and other food service operations such as the College’s food service complex. Includes experience in preparation of financial and control related reports and the analysis of such. Utilizes the practical learning experiences of the computer laboratory to anchor and reinforce knowledge.

Additional Required Materials
Purchase of the student manual and other required workbook materials through the department. \$5.00 payable to the General Cashier by the end of week 1 <i>Failure to pay for these supplies will result in an incomplete for the class.</i>

Special Notice
This course is team-taught (Lecture - Takahashi + Laboratory - Santamaria)

CULN 271, Purchasing & Cost Control

Student Learning Outcomes:

Within this course, the following student learning outcomes will have been introduced, practiced or demonstrated:

• Explain laws and procedures related to responsible alcoholic service.
• Perform mathematical functions related to foodservice operations.
• Demonstrate the overall concept of purchasing and receiving practices in quality foodservice operations.
• Apply knowledge of quality standards and regulations governing food products to the purchasing function.
• Receive and store food and non-food items properly.
• Value cross-cultural perspectives that will allow them to effectively function in the global community.
• Value ethical practices in both personal and professional situations.
• Practice standards in behavior, grooming and dress that reflect the mature work attitude expected of industry professionals.
• Apply the experience of service-learning to both personal and academic development by becoming involved in community service activities.

Course Competencies:

Upon Successful completion of this course, the student should be able to:

Purchasing
• Discuss the flow of goods in a foodservice operation.
• Discuss how HACCP practices are addressed in purchasing, receiving, storing, and issuing procedures.
• Describe both formal and informal purchasing methods.
• Analyze the impact of market fluctuations on product cost.
• Discuss the legal and ethical considerations of purchasing.
• Explain the regulations for the inspection and grading of: meats, poultry, seafood, eggs, dairy products, fruits, and vegetables.
• Examine both yield and quality grades and the National Association of Meat Purveyors (NAMP) specifications for meats.
• Write a bid specification.
• Evaluate received goods to determine conformity with user specifications.
• Receive and store fresh, frozen, refrigerated, and staple goods.
• Outline the requirements for proper receiving and storage of both raw and prepared foods.
• Examine the importance of receiving and inspecting product as it enters the facility.
• Conduct yield and quality tests on various purchased food products.
• Explain proper receiving and storing of cleaning supplies and chemicals.
• Conduct a yield and cost comparison test of pre-fabricated products and on-premises prepared products.
• Inventory food and non-food items using current technology.
• Explain the procedures for the rotation, costing, and evaluating of stock, including

CULN 271, Purchasing & Cost Control

FIFO and LIFO.
<ul style="list-style-type: none">• Define and describe par stock.
<ul style="list-style-type: none">• Describe the proper procedures for issuing product according to requisition.
<ul style="list-style-type: none">• Describe current computerized systems for purchasing and inventory control.
Sustainability In Purchasing & Cost Control
<ul style="list-style-type: none">• Identify/research the cost benefit of replacing several large and small pieces of kitchen equipment with an energy saving model.
<ul style="list-style-type: none">• Identify a variety of protein products that can be purchased in your local area, and describe how you would procure them.
<ul style="list-style-type: none">• Research water efficient appliances.
<ul style="list-style-type: none">• Research low flow aerators and identify which faucets are best suited for such devices.
<ul style="list-style-type: none">• Determine the cost of water in your municipality.
<ul style="list-style-type: none">• Describe how and why water pipes should be insulated.
<ul style="list-style-type: none">• Compare the price of non-local to local food.
<ul style="list-style-type: none">• Identify local source(s) for recycling fats, oils and grease.
<ul style="list-style-type: none">• Discuss the financial implications of recycling fats, oils and grease from a restaurant's perspective.
Cost Control
<ul style="list-style-type: none">• Perform basic math functions.
<ul style="list-style-type: none">• Calculate and forecast purchase and preparation requirements based on a product's yield on cooking, fabrication, and intangible waste factors.
<ul style="list-style-type: none">• Calculate food costs and percentages with both speed and accuracy
<ul style="list-style-type: none">• Calculate beverage costs and percentages.
<ul style="list-style-type: none">• Calculate labor costs and percentages.
<ul style="list-style-type: none">• Perform recipe yield conversions.
<ul style="list-style-type: none">• Perform the process of recipe costing.
<ul style="list-style-type: none">• Determine selling price of menu items.
<ul style="list-style-type: none">• Perform a make or buy analysis.
<ul style="list-style-type: none">• Define and describe a profit and loss statement and discuss how it is utilized in food-service operations as a tool to determine profitability.
<ul style="list-style-type: none">• Review profit and loss statements to determine profitability.
<ul style="list-style-type: none">• Create a budget utilizing historical information and current situations.
<ul style="list-style-type: none">• Perform calculations using current technology (i.e. computers, calculators, and POS systems).
<ul style="list-style-type: none">• Identify marketing techniques which can increase sales and profitability of baking/pastry operations.
<ul style="list-style-type: none">• Outline the procedure for writing a standardized recipe
<ul style="list-style-type: none">• Discuss the Dram Shop Act and liquor law liability.
<ul style="list-style-type: none">• Identify local, state, and federal laws pertaining to the purchase and service of alcoholic beverages.
<ul style="list-style-type: none">• Explain the procedures for implementing internal beverage controls.

CULN 271, Purchasing & Cost Control

Departmental Competencies

- Demonstrate good personal hygiene and health habits in a laboratory setting.
- Demonstrate an understanding and acceptance of the generally accepted standards of professionalism and adhere to the established dress code

Required Text, Reading Materials, Uniform and Supplies

Required Text(s)	<ul style="list-style-type: none"> • Controlling Foodservice Costs, Second Edition, NRAEF Manage First program, Prentice Hall, 2013 ISBN: 0-13-217527-4 • Purchasing, Second Edition, NRAEF Manage First program, Prentice Hall, 2013, ISBN: 0-13-218164-9 • Don't buy used texts without the scantrons!
Required Reading Materials	<ul style="list-style-type: none"> • Student Manual – Purchased through instructor
Required Supplies	<ul style="list-style-type: none"> • Hand-held calculator – inexpensive, silent and battery operated - recommend large keys • Pen or pencil • Notebook
Required Uniform	<ul style="list-style-type: none"> • Full cook's uniform or office attire as per guidelines

Recommended Items and Auxiliary Materials

Recommended Texts & Readings	<ul style="list-style-type: none"> • Food Service Operations, Powers and Powers Krieger Publishing Company, Malibar, Florida 1991 ISBN: 0894646001
Auxiliary Materials	<ul style="list-style-type: none"> • Power point slides • The Practical Exam will utilize a Restaurant Simulation Exercise located at http://prosim.knowledgematters.com. This will be a team exercise that you will participate in during the final week of class.
NRAEF Certifications	<ul style="list-style-type: none"> • You will take two NRAEF exams, one on Inventory and Purchasing and one on Controlling Foodservice Costs. • To obtain a NRAEF certificate for that course, you must score a minimum of 75 percent. This score on this exam will also count towards your final grade.

Learning Strategies

Methods of instruction for this course includes:	
Lecture	Instructor presents concepts to the class
Discussion	Instructor facilitates group discussions, presents cases and encourages student participation
Laboratory	Students use laboratory time to perform various cost control related functions including: utilizing spreadsheet software or commercial costing programs; manually calculating information using ten-key adding machines; cashiering using a POS system; or manually performing

CULN 271, Purchasing & Cost Control

	storeroom procedures.
--	-----------------------

Learning Resources

Additional learning resources are available for this course including:

Small Study Groups	It is highly recommended that students form small study groups on their own to review materials covered in this class
--------------------	---

Grading Policies

The student will be evaluated on the various activities listed below:

Activities	Max Points
Quizzes and Examinations	700
Attendance & Professionalism	100
Performance	200
Maximum Number of Points Obtainable	1,000
A Letter Grade will be awarded based upon the following	Grade
900 points - 1,000 points	A
800 points - 899 points	B
700 points - 799 points	C
600 points - 699 points	D
0 points - 599 points	F

Note: A "C" or better in this course must be achieved by CULN students in order to obtain an AS degree.

Examination Policies

All exams are timed exams. At the completion of the allotted time, all efforts to complete the exams must cease. Failure to do so will result in a **deduction of 10 points per minute** from your score. If you are late on exam day, you will not be given any additional time to complete the exam.

If you are absent with a valid excuse on the exam date, you may take the exam during the day of your return with a **5-point deduction**. If you are absent without a valid excuse, you will not have an opportunity to take the exam and will be **given a score of 0**.

The total points for quizzes and examinations are based upon:

- **180** points for quizzes (Review Your Learning questions from each chapter)
- **270** points for exams that may cover all material from the lectures and computations from the workbook, and any videos shown during class
- **200** points for the two NRAEF certification examinations
- **50** points for a team practical exam

Requests for additional testing time or any other accommodations must be accommodated with a written request from the Student Special Services Office, listing those accommodations.

Laptop computers, palm pilots, iPads, PC tablets, smart phones, cell phones or any other electronic devices cannot be used during the exams.

Before taking an exam, please place fresh batteries into your hand-held calculator, since you will not be allowed to borrow your neighbor's.

Quizzes should be turned in on the due date as per the syllabus. Late turn-ins will be

CULN 271, Purchasing & Cost Control

accepted **with a 1 point deduction PER SCHOOL DAY LATE!**

You will be expected to complete a team practical exam, which will utilize a Computer Simulation program. Although this is a team project the score will count individually for all team members.

Class Attendance Policies

This is a hands-on skill class and the student must attend class regularly. If for any reason you cannot attend class, you must contact the instructor at least **1 hour prior to the start of class with a valid excuse**. Valid excuses pertain to your health or welfare. Attendance is taken daily and you are considered to be tardy if you arrive after attendance has been taken. If you are late, it becomes your responsibility to notify the instructor of the reason so that you are not deducted for an absence. **Note: The lack of parking or waking up late is not a valid excuse for being late!**

If you miss a class, it is your responsibility to obtain from a classmate, all notes and information on all lectures, exercises, videos or other materials covered during your absence. If you will be unable to attend this class on a regular and prompt basis, you should consider withdrawal prior to the established deadline.

You are awarded **100 points** for attendance and professionalism at the start of each module and then you will be deducted points for each infraction based upon the following criteria:

Absence	-15 points per day
----------------	---------------------------

Tardy	-5 points per day
--------------	--------------------------

Professionalism Policies

Professionalism – Adherence to a set of values comprising both a formally agreed-upon code of conduct and the informal expectations of colleagues, customers, and society.

Any violation of college, department, or class rules or regulations may result in a deduction of **5 points per infraction**. Deductions may be for, but are not limited to, any infraction of the department's dress or conduct codes (see attachment). There is no limit on the number of deductions that can be deducted each day.

Performance Policies

The degree of quality (speed and accuracy) of your laboratory work will determine the number of points obtained for your performance. You can earn up to **10 points** for your performance during each lab day, with the maximum number of points obtainable capped at **200**.

The lab instructor will calculate the number of points that you obtain each day, factoring in any input from the operational personnel.

Failure to return promptly from authorized breaks, horse playing during the lab, or non-participation in any lab or team assignments will result in reductions to your performance score.

The quality of work being performed will directly affect your performance score. A high level of mistakes or errors will result in a low score. Low work output will also result in a low score.

When your daily assignment is complete, you should offer to assist those that have not completed their tasks. Your performance score tends to be indicative of how well you will perform in a real-world work scenario.

CULN 271, Purchasing & Cost Control

If you are absent on a lab day, you cannot make up the lab work!

Extra Credit

You can earn up to a maximum of **25 points of extra credit.**

Extra-credit is provided to all students who volunteer to participate in a college or department sponsored event and is provided based upon **5 credits per each hour of volunteer work** accomplished by the last day of the module. It is highly recommended that you plan on doing your extra credit as early in the module as possible.

CULN 271, Purchasing & Cost Control

Module 1

Date	Day	Topic	Text	Chapt	Review Quiz	Exam points	Lab Points
8/26	Mon	Introduction and Orientation / Student Forum					
8/27	Tue	The Importance of Cost Control	Cost Control	1	Pg. 19	10	
8/28	Wed	The Importance of Cost Control	Cost Control	1			
8/29	Thu	Calculating Food Cost	Cost Control	3	Pg. 84	10	
8/30	Fri	Calculating Food Cost	Cost Control	3			
9/2	Mon	Holiday - Labor Day					
9/3	Tue	Determining Menu Prices	Cost Control	4	Pg. 111	10	
9/4	Wed	Determining Menu Prices	Cost Control	4			10
9/5	Thu	Controlling Food Costs in Purchasing & Receiving	Cost Control	5	Pg. 141	10	10
9/6	Fri	Controlling Food Costs in Purchasing & Receiving	Cost Control	5			10
9/9	Mon	Exam #1				50	
9/10	Tue	Introduction to Purchasing	Purchasing	1	Pg. 23	10	10
9/11	Wed	Quality Requirements	Purchasing	2	Pg. 55	10	10
9/12	Thu	Quality Requirements	Purchasing	2			10
9/13	Fri	Purchase Quantity Requirements	Purchasing	3	Pg. 87	10	10
9/16	Mon	Purchase Quantity Requirements	Purchasing	3			
9/17	Tue	Selecting Vendors	Purchasing	4	Pg. 113	10	10
9/18	Wed	Ordering Products: Pricing Decisions	Purchasing	5	Pg. 142	10	10
9/19	Thu	Ordering Products: Pricing Decisions	Purchasing	5			10
9/20	Fri	Exam #2				50	10
9/23	Mon	Ordering Products: Effective Procedures	Purchasing	6	Pg. 169	10	
9/24	Tue	Ordering Products: Effective Procedures	Purchasing	6			10
9/25	Wed	Purchasing Ethics and Vendor Relations	Purchasing	7	Pg. 190	10	10
9/26	Thu	Purchasing Ethics and Vendor Relations	Purchasing	7			10
9/27	Fri	Purchasing Follow -up	Purchasing	8	Pg. 220	10	10
9/30	Mon	NRAEF Purchasing Certification Exam				100	
10/1	Tue	Controlling Food Costs in Receiving, Storing and Issuing	Cost Control	6	Pg. 177	10	10
10/2	Wed	Controlling Food Costs in Receiving, Storing and Issuing	Cost Control	6			10
10/3	Thu	Controlling Food Cost during Production	Cost Control	7	Pg. 200	10	10
10/4	Fri	Controlling Food Cost during Production	Cost Control	7			10
10/7	Mon	Exam #3				50	
10/8	Tue	Controlling Food Cost during Sales & Service	Cost Control	8	Pg. 224	10	10
10/9	Wed	Controlling Labor and Other Costs	Cost Control	9	Pg. 257	10	10
10/10	Thu	Controlling Labor and Other Costs	Cost Control	9			10
10/11	Fri	Forecasting and Budgeting	Cost Control	2	Pg. 50	10	10
10/14	Mon	Forecasting and Budgeting	Cost Control	2			
10/15	Tue	Protecting Revenue	Cost Control	10	Pg. 279	10	
10/16	Wed	NRAEF Cost Control Certification Exam / Clean-up				100	10
10/17	Thu	Practical Team Exam				50	
10/18	Fri	Final Exam				120	
Instructor reserves the right to make changes or adjustments to this schedule					Max	700	200*
* Capped at 200 points maximum.							

CULN 271, Purchasing & Cost Control

Module 2

Date	Day	Topic	Text	Chapt	Review Quiz	Exam points	Lab Points
10/21	Mon	Introduction and Orientation					
10/22	Tue	The Importance of Cost Control	Cost Control	1	Pg. 19	10	
10/23	Wed	The Importance of Cost Control	Cost Control	1			
10/24	Thu	Calculating Food Cost	Cost Control	3	Pg. 84	10	
10/25	Fri	Calculating Food Cost	Cost Control	3			
10/28	Mon	Determining Menu Prices	Cost Control	4	Pg. 111	10	
10/29	Tue	Determining Menu Prices	Cost Control	4			10
10/30	Wed	Controlling Food Costs in Purchasing & Receiving	Cost Control	5	Pg. 141	10	10
10/31	Thu	Controlling Food Costs in Purchasing & Receiving	Cost Control	5			10
11/1	Fri	Exam #1				50	10
11/4	Mon	Introduction to Purchasing	Purchasing	1	Pg. 23	10	
11/5	Tue	Quality Requirements	Purchasing	2	Pg. 55	10	10
11/6	Wed	Quality Requirements	Purchasing	2			10
11/7	Thu	Purchase Quantity Requirements	Purchasing	3	Pg. 87	10	10
11/8	Fri	Purchase Quantity Requirements	Purchasing	3			10
11/11	Mon	Holiday - Veteran's Day					
11/12	Tue	Selecting Vendors	Purchasing	4	Pg. 113	10	
11/13	Wed	Ordering Products: Pricing Decisions	Purchasing	5	Pg. 142	10	10
11/14	Thu	Ordering Products: Pricing Decisions	Purchasing	5			10
11/15	Fri	Ordering Products: Effective Procedures	Purchasing	6	Pg. 169	10	10
11/18	Mon	Exam #2				100	
11/19	Tue	Purchasing Ethics and Vendor Relations	Purchasing	7	Pg. 190	10	10
11/20	Wed	Purchasing Follow-up	Purchasing	8	Pg. 220	10	10
11/21	Thu	Controlling Food Costs in Receiving, Storing and Issuing	Cost Control	6	Pg. 177	10	10
11/22	Fri	Controlling Food Costs in Receiving, Storing and Issuing	Cost Control	6			10
11/25	Mon	NRAEF Purchasing Certification Exam				50	
11/26	Tue	Controlling Food Cost during Production	Cost Control	7	Pg. 200	10	10
11/27	Wed	Controlling Food Cost during Production	Cost Control	7			10
11/28	Thu	Holiday - Thanksgiving					
11/29	Fri	Non-Instructional Day					
12/2	Mon	Exam #3				50	
12/3	Tue	Controlling Food Cost during Sales & Service	Cost Control	8	Pg. 224	10	10
12/4	Wed	Controlling Labor and Other Costs	Cost Control	9	Pg. 257	10	10
12/5	Thu	Controlling Labor and Other Costs	Cost Control	9			10
12/6	Fri	Forecasting and Budgeting	Cost Control	2	Pg. 50	10	10
12/9	Mon	Forecasting and Budgeting	Cost Control	2			
12/10	Tue	Protecting Revenue	Cost Control	10	Pg. 279	10	
12/11	Wed	NRAEF Cost Control Certification Exam / Cleanup				100	10
12/12	Thu	Practical Final				50	
12/13	Fri	Final Exam				120	
Max						700	200*

Instructor reserves the right to make changes or adjustments to this schedule

** Capped at 200 points maximum.*

CULN 271, Purchasing & Cost Control

PROGRAM STANDARD: BEHAVIOR, GROOMING AND DRESS CODE

The purpose for these standards is to present students with the expected and required dress code, personal grooming standards and acceptable professional behavior for all culinary or patisserie majors or students who participate in any credit class under the control of the Culinary Arts Department of Kapi`olani Community College. These standards were developed by culinary and patisserie faculty together with advisory committee members to reflect the professional standards that students will be held to upon entrance into the industry.

Failure to adhere to and abide by these standards may directly affect the student's ability to participate, therefore adversely affecting the student's grade. Students not complying with these standards may not be permitted to participate in class activities. Students may be allowed to sit in on lectures, but will have points deducted from their grade for failing to meet the established standards. Each individual instructor will determine the amount of points that will be deducted.

These standards will also apply to participation in all off-campus activities to include internships, externships, practicums, field trips, site visitations, apprenticeships, service learning, fundraising and special events. If a department representative believes that a student has violated any of the below mentioned program standards while participating in an off-campus activity, the representative has the right to ask the student to leave the activity. If it is during the working day, the student should return to the campus and report to the Department Chairperson. If it is after the working day or on a weekend or holiday, the student must report to the Department Chairperson on the next working day. The Department Chairperson will review the alleged violation with the student and if necessary, will make a recommendation to the Dean of Culinary, Hospitality and College Advancement on any disciplinary action.

Student Learning Outcome: Students will practice standards in behavior, grooming and dress that reflect the mature work attitude expected of industry professionals. (KCC)

This will be accomplished by adhering to the following dress code for these classes:

Culinary and Patisserie Laboratory Classes, except closed or continuing education classes (also applicable on lecture days)

By the first day of class, students will be dressed in the standard cook's uniform that consists of:

- Chef's Jacket
 - White double-breasted with full-length sleeves, French cuffs and breast pocket.
 - Your name will be embroidered in non-fade black thread in ½" readable script over the left breast pocket.
 - The CIP logo will either directly embroidered or affixed via Velcro onto the right breast and the KCC logo will be embroidered in non-fade black thread on the right sleeve 4" from the seam.
 - There will be no colored piping or logos of outside establishments allowed on the jackets.

CULN 271, Purchasing & Cost Control

- Only solid white undergarments are to be worn under the chef's jacket. No wordings, pictures or logos from the undershirt should be visible through your jacket.
- Baggy Cook's Pants
 - Black & white check (hound's tooth) cook's pants with bottoms neatly hemmed.
- Chef's Hats
 - Toque de Paris chef's hats only
 - No floppy hats, colored hats, hats with neither designs nor baseball caps are allowed.
- Bistro Aprons
 - White, mid-length (not below mid-calf, nor above the knee)
- Neckerchiefs
 - White, clean and worn outside of the uniform, knotted.
- Shoes
 - Black leather with skid resistant soles or chef's clogs. Shoes or clogs must be worn with socks at all times.
- Socks
 - White or black, clean and odor-free.

All uniform items must be clean, stain-free and without wrinkles. An affordable uniform and knife package is available for purchase through the KCC bookstore, as well as the CIP patch and chef's hats. To embroider your name and/or KCC logo, take your jacket to the embroidery shop in Sears. The cost to you will be approximately \$7.00 + tax for each item per jacket. The KCC logo and CIP patch are included with all jackets purchased through the KCC bookstore; however you must still embroider your name.

Dining Room Service Classes (For laboratory days only – non-lab days will conform to lecture class dress code)

By the first day of laboratory class, students will be dressed in the standard waitperson's uniform that consists of:

- Long Sleeve Dress Shirt
 - White without pattern, clean and wrinkle-free.
- Necktie
 - Non-clip-on, conservative pattern
- Long Trousers
 - Black dress, without holes and properly hemmed.
- Shoes
 - Black leather with skid resistant soles and worn with black socks.
- Nametag
 - First and last name imprinted. Nametags will cost approximately \$6.00 each.

When assigned to the stewarding function, you are expected to wear a clean shirt, long pants and non-skid work shoes.

CULN Lecture Classes (All other courses and on field-trips)

By the first day of class, students will be dressed in standard business office attire that consists of:

CULN 271, Purchasing & Cost Control

- Shirts
 - Collared shirt, clean and presentable. No t-shirts, tank tops or tube tops.
- Pants
 - Long dress pants or jeans, no shorts. Clean and without holes.
- Shoes
 - Clean and worn with socks. No slippers or flip flops.
- Hats
 - No baseball caps or headgear of any type may be worn while in class.
- Dresses, skirt/blouse
 - No miniskirts, see-through or overly extravagant outfits

This will be accomplished by adhering to the following personal grooming standards for all CULN classes:

- DEODORANT - use to counteract body odor.
- JEWELRY - limited to one wedding band and one watch in all CULN lab courses-
- BODY PIERCINGS - single stud per ear is appropriate in dining room service and lecture classes.
 - No earrings of any kind are allowed in culinary/patisserie laboratories
 - No hoop or dangling earrings.
 - No other visible body piercing.
- FACIAL HAIR - Clean-shaven.
 - Beards are not acceptable.
 - Goatees and mustaches are to be neatly trimmed,
 - No "Fu Manchu" or muttonchop mustaches will be permitted.
 - Sideburns may be no longer than the bottom of the ear lobe.
- HAIR - Short, off the collar, neat, trimmed and clean.
 - Long hair must be restrained in a pony tail. Tucking ponytails in Chefs hat or coat is not allowed.
 - Natural hair color is a requirement. (Natural, neutral colors, shades of black, brown, blonde are considered appropriate.)
 - Bright, iridescent colors and shades outside of the natural and neutral shades are UNACCEPTABLE.
 - No extreme hairstyles.
 - Excessive bangs and sideburns are not permitted. Bangs must be trimmed to the top of the eyebrow.
- FINGERNAILS - Must be cut short and kept clean. No false nails, bejeweled nails or bright nail polish allowed in culinary/patisserie laboratories.
- DARK GLASSES - NOT permitted in any culinary, patisserie, dining room or CULN lecture class at any time.
 - If dark glasses are necessary due to medical reasons, a slip from your doctor explaining the need is required.
- MAKE-UP - Should be conservative.

CULN 271, Purchasing & Cost Control

This will be accomplished by adhering to the following professional behavior standards for all CULN classes:

- Absolutely no eating or drinking in any culinary or patisserie laboratories, unless authorized by your instructor in conjunction with the tasting of demonstration dishes or at food or wine tasting seminars.
- A student caught stealing and/or pilfering food, beverage, supplies and/or money is subject to disciplinary action that the College may impose to include a formal warning, probation, suspension, and dismissal or referral.
- **This is a tobacco-free campus! No tobacco or nicotine based products are allowed to be utilized anywhere on campus and at all times.**
- Gum Chewing is NOT allowed in CULN laboratories and
- The use of iPods, radios or headsets are NOT allowed in CULN classes while they are in session.
- Personal belongings such as backpacks, briefcases, large bags, etc. should be secured in the student locker areas and not brought into the lab area.
 - Lockers are available free of charge to all CULN students.
 - Students may place their own personal lock on any unoccupied locker within the culinary department.
 - At the semester's end, students must remove locks and clear lockers to facilitate spraying.
- No changing of clothes is allowed within the corridors or within public view.
 - Changing rooms are in the student lounge area on the first floor of the 'Ohelo Building.
- Students are to use the restrooms on the first floor in the 'Ohelo Building and those designated for students in the 'Ohia Building.
 - Do not use the restrooms designated for the restaurant guests.
- Students must be fully clothed and presentably dressed while in any CULN facility.
- Profanity/swearing is not permitted.
- Cellular phones or pagers should be deactivated during class period.

This will be accomplished by adhering to all aspects of conduct as provided for in the college's student conduct code:

STUDENT CONDUCT CODE: Conduct expected of students at Kapi`olani Community College is defined in the University of Hawai`i Board of Regents' Statement on Rights and Responsibilities of the University of Hawai`i Community Student Conduct Code. Kapi`olani Community College has a Code of Student Conduct that defines expected conduct for students and specifies those acts subject to University sanctions.

Student Conduct Committee: Students should become familiar with the Code of Student Conduct. As UH/Kapi`olani Community College students, their conduct is subject to the policies and regulations of the University and its duly constituted bodies. Disciplinary authority is exercised through the Student Conduct Committee. The committee follows procedures for

CULN 271, Purchasing & Cost Control

hearing allegations of misconduct. Copies of the Student Conduct Code are available at the Office of the Dean of Student Services, 'Ilima 205.

Academic Dishonesty, Cheating, and Plagiarism: Academic dishonesty cannot be condoned by the University. Dishonesty includes cheating and plagiarism; it is a violation of the Student Conduct Code and may result in expulsion from the University.

Cheating includes but is not limited to giving unauthorized help during an examination, obtaining unauthorized information about an examination before it is administered, using inappropriate sources of information during an examination, altering the record of any grades, altering answers after an examination has been submitted, falsifying any official UH record, and misrepresenting the facts in order to obtain exemptions from course requirements.

Plagiarism includes but is not limited to submitting any document, to satisfy an academic requirement, that has been copied in whole or part from another individual's work without identifying that individual; neglecting to identify as a quotation a documented idea that has not been assimilated into the student's language and style, or paraphrasing a passage so closely that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; or dry-labbing, which includes (a) obtaining and using experimental data from other students without the express consent of the instructor, (b) utilizing experimental data and laboratory write-ups from other sections of the course or from previous terms during which the course was conducted, and (c) fabricating data to fit the expected results.

Disruptive Behavior: Kapi`olani Community College defines disruptive behavior as speech or action that (1) is disrespectful, offensive, and/or threatening; (2) interferes with the learning activities of other students; (3) impedes the delivery of college services; and/or (4) has a negative impact in any learning environment--including department and staff offices, the library, the Computing Center, the Learning Assistance Centers, labs, clinical sites, service-learning sites, etc. Disruptive behavior includes physically or verbally harassing, threatening, or abusing or acting abusively toward an instructor, staff member, or student in any activity authorized by the College.

Disciplinary actions that the College may impose include a formal warning, probation, suspension, and dismissal. An instructor referring a student for disciplinary action does so under the provisions of the Student Conduct Code. The code stipulates that the Chancellor may impose disciplinary sanctions upon a student only after a Student Conduct Committee hearing has taken place. However, disruptive students may be subject to immediate disciplinary action in an emergency situation. In such cases, the Chancellor may impose the sanction of suspension prior to a hearing. For further information, please refer to the Student Conduct Code available at the Office of the Dean of Student Services, 'Ilima 205.

Lethal Weapons: Firearms, spear guns, and bows and arrows are prohibited on campus except with specific prior permission of the Chancellor.

Smoking: In accordance with the state's No Smoking Act, Act 108, SLH 1976 and Act 245, SLH 1987, and University Policy, smoking is prohibited in all of the classrooms, laboratories, conference rooms, and other covered structures of the College.

Illicit Drugs and Alcohol: This official notice, by the University of Hawai'i Office of the President, is issued pursuant to the requirements of the federal Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988.

CULN 271, Purchasing & Cost Control

In conformance with the existing law, University faculty, staff, and students are not permitted to manufacture, distribute, possess, use, dispense, or be under the influence of illegal drugs and/or alcohol as prohibited by state and federal law, at University-sponsored or approved events or on University property or in buildings used by the University for education, research, or recreational programs.

Consistent with its mission, the University will cooperate with law enforcement agencies responsible for enforcing laws related to the use of illegal drugs and alcohol. Students found in violation of these laws shall be subject to the provisions of the Student Conduct Code. Faculty and staff found in violation of these laws are subject to disciplinary action as provided in collective bargaining agreements, University policy, and other applicable state laws and rules.

The University recognizes that substance abuse is a complex problem that is not easily resolved solely by personal effort and may require professional assistance and/or treatment. Students, faculty, and staff members with substance abuse problems are encouraged to take advantage of available diagnostic, referral, counseling, and prevention services. The University will not excuse misconduct by employees and students whose judgment is impaired due to substance abuse. The purchase, possession, or consumption of alcoholic beverages is regulated by state law. Students are expected to know and abide by these laws and University rules and regulations governing the use and consumption of alcoholic beverages on campus. For further information, students are referred to Board of Regents policy, executive policies, and campus guidelines regulating the use and consumption of alcoholic beverages on campus.

Students are not permitted to be under the influence of, possess, manufacture, distribute, or sell illicit drugs, as prohibited by state law, at University-sponsored events, on University property, or in buildings used by the University for its educational or recreational programs. Reasonable suspicion of possession or use of illegal drugs and substances on campus may subject the students involved to investigation.

Sanctions that may be imposed on violators of the alcohol and drug related sections of the Student Conduct Code include disciplinary warning, probation, suspension, expulsion, or rescission of grades or degree. Copies of the full text of the code and the Hawai'i Penal Code are available in the Office of the Dean of Student Services, `Ilima 205.

College-sponsored activities on campus that involve either the serving or selling of alcoholic beverages must be in compliance with applicable College/University policies and state law.

Copies of policies governing the possession, consumption, serving, and sale of alcoholic beverages on the University of Hawai'i Kapi`olani Community College campus are available in the Office of the Dean of Student Services, `Ilima 205.

POLICY ON SEXUAL HARASSMENT

It is the policy of the College to provide a safe and comfortable learning and working environment for students and employees. Sexual harassment is a form of discrimination that can undermine the foundation of trust and mutual respect that must prevail if the

CULN 271, Purchasing & Cost Control

University is to fulfill its educational mission. Sexual harassment will not be tolerated in any part of the University's programs and activities. Sanctions will be imposed on members of the University community who violate this policy. Disciplinary actions against employees will be subject to the collective bargaining agreements. For more information, please contact the Office of the Dean of Student Services or the Personnel Officer.

SEXUAL ASSAULT POLICY

In conjunction with the University of Hawai'i Community Colleges' commitment to ensuring a safe and secure environment of learning for all students and staff, Kapi'olani Community College recognizes the serious issues concerning sexual assault on the members of the campus community.

The College will not tolerate acts of sexual assault and has established a policy that specifies those acts subject to University sanctions. In addition, the College offers information on programs designed to inform students and employees about the prevention of crime and sex offenses.

As required by the Higher Education Amendments of 1992, the College has a Sexual Assault Policy that explains the College's Sexual Assault Prevention Program presented to promote awareness of rape, acquaintance rape, and other sex offenses and the procedures for reporting offenses. A copy of the Sexual Assault Policy can be obtained at the Office of the Dean of Student Services. The procedure for the Sexual Assault Prevention Program can be obtained from the Office of the Dean of Student Services. For more information, please contact the Office of the Dean of Student Services `Ilima 205 (734.9522).

GRIEVANCES

The process of addressing allegations of misconduct or acts of discrimination is described in the procedures for Handling Impermissible Behavior and the Academic Grievance Procedures and in CCCM No. 2210 UH Community College Procedure and Guidelines Relating to Complaints of Discrimination. Copies are available at the Student Services Office, `Ilima 205

Concerned students may first attempt to resolve the grievance on an informal level with the faculty member. Should the grievance not be resolved at this level, they then ask the appropriate department chair to review the case. If a satisfactory solution is not reached, appeal to the Office of Dean of Instruction may be made. If satisfactory solution is still not reached, students have the right to request a hearing before the Academic Grievance Committee, a body of faculty and students. The decisions of the Academic Grievance Committee are final within the University.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Pursuant to Section 99.6 of the rules and regulations governing the Family Educational Rights and Privacy Act of 1974 (hereinafter the Act), students in attendance at the University of Hawai'i Kapi'olani Community College are hereby notified of the following: It is the policy of Kapi'olani Community College to subscribe to the requirements of

CULN 271, Purchasing & Cost Control

Section 438 of the General Education Provision Act, Title IV, of Public Law 90-247, as amended, and to the rules and regulations governing the Act, which protect the privacy rights of students. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

Students should submit to the registrar, dean, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify them of the time and place for the inspection. If the records are not maintained by the University official to whom the request was submitted, that official shall direct students to the appropriate party.

2. The right to request an amendment to education records that a student believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested, it will notify students of the decision and advise them of their right to a hearing. At that time, additional information regarding the hearing procedures will be provided to the students.

3. The right to consent to disclosures of personally identifiable information contained in education records, except to the extent that FERPA authorizes disclosure without consent.

An exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting other school officials in performing their tasks. School officials have a legitimate educational interest if they need to review a record to fulfill a professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

5. Institutional policy and procedures required under FERPA have been published as Administrative Procedure A7.022 Procedures Relating to Protection of the Education Rights and Privacy of Students. Copies of Administrative Procedure A7.022 may be obtained from the Office of Dean of Students, `Ilima 205, Kapi`olani Community College.

6. Directory Information: Certain personally identifiable information is considered by the University to be directory information and, in response to public inquiry, may be

CULN 271, Purchasing & Cost Control

disclosed without prior consent-unless students inform the University that they do not want the information disclosed.

- a. Name of student
- b. Local address, ZIP code, and email address maintained in the campus locator printout
- c. Local telephone number maintained in the campus locator printout
- d. Major field of study
- e. Educational level
- f. Facts of participation in officially recognized activities and sports
- g. Weight and height of members of athletic teams
- h. Dates of attendance
- i. Most recent educational institution attended
- j. Degrees and awards received
- k. Email address
- l. Enrollment status (full time and part time)

Students have the right to request that all of the above items not be designated Directory Information. Should they wish to exercise this right, they must, in person and in writing, not earlier than the first day of instruction no later than 14 calendar days from the first day of instruction for the academic term or semester, or the fourth day of a Summer Session, make this request for nondisclosure. Requests should be submitted to KISC in `Ilima 102, and are in effect at all University of Hawai`i campuses until rescinded in writing by the student.

7. A parent or spouse of a student is advised that information contained in educational records, except as may be determined to be Directory Information, will not be disclosed to him/her without the prior written consent of the son, daughter, or spouse.

UNIVERSITY POLICY ON NONDISCRIMINATION AND AFFIRMATIVE ACTION

The University of Hawai`i is an Equal Opportunity/Affirmative Action Employer. It is the policy of the University of Hawai`i to comply with federal and state laws that prohibit discrimination in University programs and activities, including but not necessarily limited to the following laws that cover students and applicants for admission to the University: Title VI of the Civil Rights Act of 1964 as amended (race, color, national origin); Age Discrimination Act of 1975 (age); Titles VII and VIII of the Public Health Service Act as amended (sex); Title IX of the Education Amendments of 1972 (sex, blindness, severely impaired vision); Section 504 of the Rehabilitation Act of 1973 (disability); and to comply with federal and state laws that mandate affirmative action and/or prohibit discrimination in employment (including, but not limited to hiring, firing, upgrading, salaries, benefits, training, and other terms, conditions, and privileges of employment: Title VII of the Civil Rights Act of 1964 as amended (race, color, national origin, religion, sex, pregnancy); Executive Order 11246 as amended (race, color, national origin, religion, sex); Equal Pay Act of 1963 as amended by Title IX of the Education Amendments of 1972 (sex); Age Discrimination in Employment Act of 1967 (ages 40-70); Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974 (veteran's status); Section 503 and 504 of the Rehabilitation Act of 1973 (disability);

CULN 271, Purchasing & Cost Control

Hawai'i Revised Statutes, Chapter 76, 78, 378 (race, sex, sexual orientation, age, religion, color, ancestry, political affiliation, physical or mental handicap, marital status, arrest and court record). The UH Community Colleges strive to promote full realization of equal opportunity through a positive, continuing program including Titles I - IV of the Americans with Disabilities Act (ADA) P. L. 101-336. Accordingly, vocational education opportunities will be offered without regard to race, color, national origin, sex, or disability. American citizens or immigrants with limited English proficiency will not be denied admission to vocational education programs.

In addition, employees and applicants for employment are protected under Title IX and Section 504.

As an integral part of its Policy on Nondiscrimination and Affirmative Action, the Office of the President, University of Hawai'i, hereby declares and reaffirms its commitment to the University's pursuit of equal education and employment opportunity and further declares that any harassment of students or employees on the basis of sex is prohibited and will not be tolerated. Complaints of this nature will be handled by the Personnel Officer/EEO Coordinator (734-9575), `Ilima 208.

Individuals designated to coordinate the University of Hawai'i Community College's nondiscrimination and affirmative action programs are:

- Mary Perreira (EEO/AA) 808.956.4650, Office of the Senior Vice President, University of Hawai'i.
- Mona Lee, Dean of Student Services 808.734.9522, Kapi`olani Community College, 4303 Diamond Head Road, Honolulu, Hawai'i 96816.
- Eileen Torigoe, Personnel Director, (Employment matters) 808.734-9575, Kapi`olani Community College, 4303 Diamond Head Road, Honolulu, Hawai'i 96816.

Discrimination Complaints: Students, employees, or applicants for admission or employment who believe that they have been discriminated against on the basis of race, sex, age, religion, color, sexual orientation, national origin, mental handicap, physical handicap, disability, marital status, veteran's status, or arrest and court record may file a complaint with the Personnel Officer, 808.734.9575, `Ilima 208A.

The process of addressing allegations of discrimination are described in CCCM No. 2210 UH Community College Procedure and Guidelines Relating to Complaints of Discrimination and in campus Section 504 Grievance procedure. Copies are available at the Office of the Dean of Student Service, `Ilima 205.

Students may also file complaints of discrimination with the Office of Civil Rights, 915 Second Avenue, Room 3310, Seattle, WA 98174-1099. Phone: 206.220.7920, FAX: 206.220.7887.

NOTICE TO STUDENTS WITH DISABILITIES

Disability Access Statement

"If you are a student with a documented disability and have not voluntarily disclosed the nature of your disability and the support you need, you are invited to contact the Disability Support Services Office, `Iliahi 113, 734-9552, or email kapdss@hawaii.edu for assistance."

CULN 271, Purchasing & Cost Control

Special Testing for Students with Disabilities (extended time testing)

The official site for students with disabilities who receive testing accommodations (extended time testing/area of minimal distractions) is in the Testing Center, located in the Lama Library, Room 101

DSSO Counselors:

Michaelyn Nakoa mnakoa@hawaii.edu

Joselyn Yoshimura joselyny@hawaii.edu

KCC Deaf Center Counselor:

Layce Reed anareed@hawaii.edu

UH POLICY ON EMAIL COMMUNICATION

The electronic communications policy adopted in December 2005 establishes the University of Hawai'i Internet service as an official medium for communication among students, faculty, and staff. Every member of the system has a hawaii.edu address, and the associated username and password provide access to essential Web announcements and email. You are hereby informed of the need to regularly log in to UH email and Web services for announcements and personal mail. Failing to do so will mean missing critical information from academic and program advisors, instructors, registration and business office staff, classmates, student organizations, and others.

This will be accomplished by being able to meet all of the minimum expectations in regards to both health and physical fitness that will normally be required of professionals within the industry:

- **Health Requirements**

Students should be in good physical and mental health. If you have a medical condition, you are strongly advised to discuss your concerns with your doctor. All students are required to obtain a tuberculosis test and proof of MMR inoculation prior to acceptance into the college. Students are strongly urged to obtain vaccination against Hepatitis B prior to the practical component of this program.

- **Physical Fitness**

Commercial culinary operations requires that you be in good physical condition, have the ability to move quickly, the ability to bend, the ability to lift at least 30 pounds, and the ability to stand for long periods of time. Good eye-hand coordination and manual dexterity are skills required for the successful completion of this program.

CULN 271, Purchasing & Cost Control

Student Responsibilities:

In instructional activities, students are responsible for meeting all of the instructor's attendance and assignment requirements. Failure to do so may affect their final grade. In all college-related activities, including instruction, they must abide by the college's codes and regulations, refraining from behavior that interferes with the rights and safety of others in the learning environment. Finally, if they decide to file a grievance, they are fully responsible for providing proof that they have been wronged.

WARNING and NOTIFICATION of HAZARDS and RISKS

All occupations within the Culinary and Pastry Arts Profession have inherent risks that prospective students should be aware of. The purpose of this Warning of Hazards and Risks is to bring students' (parents') attention to the existence of potential dangers, to aid them in making an informed decision concerning participation in the program, and in signing the Assumption of Risk and Release of Liability Waiver form.

Occupational hazards for the field of culinary/pastry arts include, but are not limited to:

- cuts and abrasions due to handling sharp objects
- slips and Springs due to wet, slippery or uneven floors
- strained muscles and backs due to lifting of heavy objects
- exposure to foods that one may be allergic to
- exposure to hazardous cleaning chemicals
- accidental injury in an internship or practicum experience or en route to or from an internship or practicum experience
- injury or illness that can affect one's personal health or the health of an unborn child
- scalding and burns that may result in permanent disfigurement, disability or death

An injury or illness can impair one's general physical and/or mental health and may hinder one's future ability to earn a living, engage in business, social, or recreational activities, or generally impair one's ability to enjoy life. There may also be risk of injury, illness, or death resulting from causes not specified in the WARNING and NOTIFICATION of HAZARDS and RISKS.

In addition to acknowledging hazards and risks, the applicant must take responsibility regarding matters of safety involving self and others. After receiving instruction, students will be expected to demonstrate safety practices. Students must inform appropriate faculty of any relevant personal medical condition that might be hazardous or risky to self or others. A student may be required to submit permission from his/her personal physician to participate in culinary/pastry arts education activities. **The student is responsible for obtaining his/her own health insurance.** The student must also purchase his/her own liability insurance if one is required by a practicum or internship site.

CULN 271, Purchasing & Cost Control

Upon entering Kapi`olani Community College's Culinary/Pastry Arts program, the student will be required to sign an Assumption of Risk and Release of Liability Waiver.

Upon reading this document, please sign the "Assumption of Risk and Release Waiver" and the "Acknowledgement of Compliance to Program Standards".

KCC Culinary Arts Department

All participants in a credit laboratory, apprenticeship, practicum or hands-on non-credit class must read all appropriate safety and sanitation rules and precautions as provided for by the instructor(s) and complete the acknowledgement below:

ASSUMPTION OF RISK AND RELEASE WAIVER

Culinary/Patisserie Laboratory, Apprenticeship, Practicum or Non-credit Hands-on Classes

<i>Course and/or Activity:</i> _____	
<i>CRN:</i> _____ <i>or date of activity:</i> _____	
<i>Year:</i> _____	<i>Semester: (circle one) Spring Summer Fall</i>
<i>I have read and fully understand the written safety and other rules and precautions that are a part of the requirements for my participation in the above course/activity, as well as those explained to me by my instructor(s) and agree to strictly observe them.</i>	
<i>I do for myself, my heirs, executors and administrators, accept full responsibility for the indemnity, release, and discharge the University of Hawaii, its officers, agents and employees from any and all claims of action for property damage, and/or personal injury which may result from my failure to abide by these safety rules and precautions, or from any inherent risks in said course or activity.</i>	
_____	_____
<i>Print Name</i>	<i>Signature</i>
_____	_____
<i>Emergency Contact Name</i>	<i>Emergency Contact</i>
<i>Phone Number</i>	

<i>Co-signature of Parent or Guardian if under 18 years of age</i>	

All participants in all CULN classes must read the document "Program Standard: Behavior, Grooming and Dress Code" and complete the acknowledgement below:

ACKNOWLEDGE OF COMPLIANCE TO PROGRAM STANDARDS

For all Culinary/Patisserie Laboratory, Apprenticeship and Practicum classes

<i>I acknowledge that I have read the document titled "Program Standard: Behavior, Grooming and Dress Code" and agreed to abide by all of its conditions. I further understand that failure to comply with these conditions may directly affect my ability to participate in a class, therefore adversely affecting my grade and/or academic standing.</i>	
_____	_____
<i>Signature</i>	<i>Date</i>