

LABA College

(DBA: Los Angeles Coffee College)

www.labacollege.org
429 N. Western Avenue Ste. # 4/5
Los Angeles, California 90004
(213) 534-7790, Fax (213) 403-46003 # 4

CATALOG

www.labacollege.org
01/01/2026 - 01/01/2027 # 6



CLASSES WILL BE HELD AT: # 5

** 429 N. Western Avenue Ste. # 5
Los Angeles, California 90004
(213) 465-6788, Fax (213) 403-4600

and
LaB Coffee & Roasters Cafe (Externship Site)
429 N. Western Avenue. Ste. # 4
Los Angeles, California 90004

TABLE OF CONTENTS		Page(s)
General Information		
Approvals		3
Institution Mission Purpose and Objectives		9
Instructional Facilities		9
Policies and Information		
History		10
Admissions Policy and Procedures		12- 15
Holiday Calendar		16
Non-Discrimination Policy		16
Student Services		
Parking and Advising		16
Refresher Training		17
Placement Service		17
Disclosure and Retention of Education Records		17
Tuition Assistance		18
Library		18
Attendance Policies		
Attendance		19
Make-up/Work Accountability		20
Leave of Absence Policy		20
Suspension and Dismissal		21
Satisfactory Academic Progress Policy		21
Academic Probation Policy		22
Student Appeal Procedures and Reinstatement		22
Graduation Requirements		23
Student Records and Changing Programs		23
School Policies and Regulations		
Dress Policy and Eating in Classroom		23
Student Conduct		24
Grounds for Disciplinary Action		24
Policy on Student Rights		24
Student Grievance Procedure		25
Controlled Substance, Alcohol and Drug Abuse Policy		25
Student Protection Policy		
Student Tuition Policy		25
Policy Cancellation, Withdraw, and Refund Policies		27
Hypothetical Refund Example Cancellation, Withdraw, and Refund Policies		30
Academic Programs		
Basic Barista Workshop		34
Basic Roaster Workshop		37
Professional Café Drink and Dessert Specialist Program		40
Professional Barista/Coffee Roaster Program		53
Professional Cupper / Tea Sommelier Program		60
Professional Patisserie / Chocolatier Program		65
Hospitality/ Event Management Program		70
ESL Beginning		74
ESL Intermediate		76
ESL Advanced		78
Schedule of Tuition and Fees		80
Refund Table		81
Notice of Cancellation		83

Approval Disclosure Statement

LABA College (DBA: Los Angeles Coffee College is a private Institution that is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. An Institution may not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards.

Racially Nondiscriminatory Policy

This information/ Policy is available to students and the general public that LABA College has affirmatively adopted the following Racially Nondiscriminatory policy

In 2022 LABA College adopted this policy and has operated in a bona fide manner in accordance therewith.

****A Racially nondiscriminatory policy as to students means the following:**

LABA College admits students of any race to all the rights, privileges, programs, and activities generally accorded or made available to students at LABA College, and LABA College does not discriminate on the basis of race in Administration of its educational policies, Admissions policies, or other school-Administrated programs.

The services considered discrimination, are on the basis of race to include discrimination on the basis of color, national or ethnic origin.

LABA College welcomes and admits students of any race, color, and national ethnic origin, that meets the requirements of the enrollment outlined in this catalog.

Chief Operation Officer

California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact. LABA College awards its graduates a diploma/completion certificate as an acknowledgement of their accomplishment and graduation from LABA College.

Instruction is in residence with a facility occupancy level that will accommodate 20 students. Prospective students are encouraged to visit the physical facilities of the College and to discuss personal, educational and occupational plans with the College personnel prior to enrolling or signing enrollment agreements. LABA College currently **does not have** assistance programs to provide the student the opportunity to finance their tuition and fees.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the College Director. Unresolved complaints may be directed to the:

Bureau for Private Postsecondary Education
1747 North Market Blvd, Suite 225, Sacramento, CA 95834
P.O. Box 980818 West Sacramento, Ca/ 95798-0818
Phone (916) 574-8900, Fax (916) 263-1897. Toll Free: (888) 370-7589.

9

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the school performance fact sheet, which must be provided to you prior to signing an enrollment agreement".

14

"A student or any member of the public may file a complaint about this institution with: The Bureau for Private Postsecondary Education by calling: Toll Free Number TOLL FREE (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet web site: www.bppe.ca.gov"

29

If a student obtains a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

8

This institution **does not have** a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States bankruptcy code (11 U.S.C. Sec. 1101 ET SET)

38

This Institution **does not offer** dormitory/housing facilities or **have access under its control. The availability of housing located reasonably** near the College is the responsibility of the student to seek out and obtain. No facilities are recommended or sponsored by this College. This will be the responsibility of each student on their own. The programs are non-residential.

38(B)

The Institute has no responsibility to find or assist a student in finding housing.

The availability of housing located reasonably near the College facilities are numerous apartments and an estimation of the approximate cost or range of cost of the housing is \$ 900.00 to \$ 1,800.00 per month, depending on what the student is looking to rent.

23

A student enrolled in an unaccredited institution **is not eligible for federal financial aid programs. LABA College is an unaccredited institution.** This Institution **does not participate** in federal or state financial aid program.

LABA College updates this catalog annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies are required to be included in the catalog by statute or regulations are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

13

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the: Bureau for Private Postsecondary Education at: 1747 North Market Blvd, Suite 225, Sacramento, CA 95834 P.O. Box 980818, West Sacramento, Ca. 95798-0818. Toll Free: (888) 370-7589 or by FAX (916) 263-1897 or (916) 574-8900.

www.bppe.ca.gov

17

LABA College or any of its programs **are not accredited by an accrediting agency** recognized by the United States Department of Education.

22

LABA College programs **are not eligible for licensure.** The programs **offered do not lead** to positions in a profession, occupation, trade or career field requiring licensure in this state.

"Prior to signing your enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing the agreement. These documents contain important policies performance data for this institution. The Institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing the agreement.

The level of English language proficiency

18, # 19

English language required of students accepted to the training , is the ability to read and write English at the level of a graduate of an American High school as documented by the possession of a high school diploma, or GED.

To determine the level of English for placement level in the English-As-A-Second Language program (Intermediate and Advanced), the student will need a TOPEL score of 550.

For the English-As-A-Second Language BEGINNING program, the student will take a placement test a and an interview with the Program Director.

The beginning ESL class does not need a TOFEL score of 550 for this course only.

English language services are provided. ESL classes are offered at this Institute.

All instruction for our programs will be taught in English.

Administration & Staff

College Director

Eung Zoo Yon

SCAA Specialized Instructor
COE International Jury in Honduras
MBA/ George Washington University
SCAE Professional Barista & Roaster
Q-grader licensed by CQI at Long Beach

College Admissions

Eung Zoo Yon

Chief Academic Officer &
Registrar/Placement Coordinator

Na Rim Cha

Specialty Tea Class/Coffee Fest at Seattle
Coffee Cupping Class/ Jones Coffee Roaster
Tea Brewing Master Program / Certification
Tea Master/Korean Tea Association
Master Degree/EWHA Women University,
Graduate School of Education in Korea

Chief Financial Officer

Jin Taek Kim

MS in Accounting / George Washington
University
Certified Public Accountant

Faculty

Professional Cafe Drinks and
Desert Specialist Program

Eung Zoo Yon

Nikki Hwang

Culinary Management at Fanshawe College/
Diploma at London, OT, Canada

Professional Barista/Coffee Roaster Program

Eung Zoo Yon

Professional Cupper / Tea Sommelier Program

Eung Zoo Yon

Na Ram Cha

Specialty Tea Class/Coffee Fest at Seattle
Coffee Cupping Class/ Jones Coffee Roaster
Tea Brewing Master Program / Certification
Tea Master/Korean Tea Association
Master Degree/EWHA Women University,
Graduate School of Education in Korea

Professional Macro Barista Patisserie / Chocolatier Program

Eung Zoo Yon

Hospitality/Event Management

Nikki Hwang

Hotel Management at Fanshawe College/
Diploma at London, OT, Canada

Culinary Management at Fanshawe College/
Diploma at London, OT, Canada

Ramada Hotel, Los Angeles, CA.

ESL - Beginning

Yong Ji Shin

American University, Washington DC/
Master Degree in Teaching English

ESL - Intermediate

Yong Ji Shin

ESL- Advanced

Yong Ji Shin

All Faculty members are selected according to their individual skills and academic background within specific areas of knowledge and experience. They are experienced instructors who are skilled at stimulating and developing a professional attitude with their students. All instructors have a minimum degree and/or 3 years of experience in the field that they are training and participate in professional growth and development courses in their field.

Institution Mission, Purpose and Objectives

10

LABA College offers a superb educational experience that stimulates professional interests and goals of its students. Our purpose is to focus on the importance of individual student need by providing not only professional knowledge but hands-on experience. LABA College's educational programs are intended to meet the expectations of the student and the customers they will serve.

LABA College is dedicated to educating and supporting not only Barista and Tea Sommelier in Specialty Coffee and Tea careers also all key workers such as Patisserie, Chocolatier and Cafe Managers in Restaurants and Cafes. We constantly strive to raise the standards in new coffee and tea drinks, innovative coffee roasting, pastries and chocolate products for the customers' satisfaction. It is our mission to provide all students with aspirations to become great in their profession with the knowledge and skills that train professional Baristas. Our graduates will serve Cafe and Coffee Houses with cutting-edge knowledge and skills by creating excellent service and products in their community.

Goals and Objectives:

31

The graduates of LABA College will possess skills and knowledge to accept intellectual, personal, ethical and social responsibilities which will guide them to a successful career in their chosen discipline.

Our goal is to share a variety of experiences in the Cafe and coffee House business by specializing in signature coffee and tea drinks, developing roasting profiles and serving gourmet pastries and chocolate.

Our goal for the Hospitality/Event Management program is to enhance our Professional Cafe Drink and Dessert Specialist program to apply the knowledge and skills from the programs into the hospitality industry. This program will enhance and deliver the best hospitality services resulting in financial results.

This program will help to develop results in sales and revenue, and provide quality products and services that will meet and exceed our guest's expectations.

Our goal for the English-as-a-second Language program is to enhance the students' language skills not only with conversational English, but also with English in the workplace. The English-as-a Second language program offers comprehensive English language education. Our goal is to equip the student with language skills and cultural understanding necessary to meet the educational and professional goals in the United States.

History

The College was founded in the Los Angeles area in 2014 to serve the Barista and Hospitality/Event Management community, which is a growing career. The college opened a cafe in 2015 to enhance their Barista and Desert Specialist programs at: LaB Coffee & Roasters (Externship).

429 N. Western Avenue # 5
Los Angeles, California 90004

Physical Description of the College

11

LABA College, Los Angeles, occupies approximately 1830 square feet (including the LaB Coffee and Roasters (extern) Cafe) in a campus facility located at 429 N. Western Avenue # 5, Los Angeles, California 90004. There are 2 classrooms to use hands-on as you learn the theory of the programs offered.

The equipment and material used in the programs offered are typical coffee, tea, pastry and chocolate, brewing, roasting and serving utensils and machines in the Barista/Bakery Cafe industry. .The student will be exposed and use all appropriate equipment to allow the success of experience to take into the industry to include, but not limited to .:

- | | |
|-------------------------|---------------|
| Espresso Machine | * Roaster |
| * Timer | * Scale |
| * Aroma Kit | * Induction |
| * Tea Dripper | * Bakery Oven |
| * Microwave | * Stand Mixer |
| * Grinder | * Blender |
| * Refrigerator* Dripper | |
| * Siphon | |
| * Coffee Roaster | |
| * Induction | |

And the ESL courses include:

- * Computer with windows 2011 software
- * Printer
- * Videos and CD's for movies, documentary films and examples of family life and experiences in the United States culture.

Facilities include:

(2) Classroom, Admissions office, reception area and office for Instructor, and student services. Student Reference Library with reference texts and manuals, computer equipped with internet and internet library.

The College also has a Coffee/Cafe in Los Angeles where the students will complete their extern.

VISA Support

20

The Institution will admit students from other countries. The Institution will not provide visa services or vouch for student status or any associated charges.

Full Time Student Status

Programs offered by LABA College are considered as full-time programs. Students attending class 20 hours per week are considered full time students. However, students attending less than 20 hours per week due to program schedule will be considered part-time students.

Semester Credit Hour Measure

A Semester Credit Hour (Unit) equals one or any combination of 15 hours of lecture/theory equals 1 semester unit, 30 hours of laboratory/demonstration equals 1 semester unit and 45 hours clinical/extern ship/ work based activity equals 1 semester unit.

A clock hour is defined as "A period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction and 10 minutes allowed for student break. This formula complies with the Federal 34 CFR.

Academic Year Definition

The academic year for programs less than 24 semester credit hours is 32 weeks.

The academic year for programs with at least 24 semester credit hours is 36 weeks (48 if beyond 2 semesters).

Transfer of Credit Policy

16

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION".

"The transferability of credits you earn at LABA College is at the complete discretion of an institution to which you may seek to transfer.

Acceptance of the diploma or certificate you earn in PROGRAM NAME (educational program) is also at the complete discretion of the institution to which you may seek to transfer. If the diploma or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution.

For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending LABA College to determine if your diploma or certificate will transfer."

Prior Credit Evaluation Policy

32

Diploma Program Students with previous course work from other institutions can apply for prior course credit transfer approval. All students who are interested in receiving credit transfer approval must complete the Credit Transfer Approval Request Form.

The Credit Transfer Approval Request Form must be submitted to the registrar and will be reviewed and approved by the College Director.

Based on the official transcript issued by the College attended and the recommendations of the College Director will approve the credit transfer request.

The decision made will be communicated to the student by the Academic Director's office. Students who receive course transfer approval will be provided with a revised course requirement document. Students are required to submit an original transcript of records from the institution where they completed the classes or programs.

This College will evaluate transcripts for credit related to the actual course within a 5 years period from date of earned credits. This process will evaluate your earned credits within the last five years as equal to the subject matter offered in your program.

The final decision will be that of the College Director. There is no charge for this evaluation to the student, if accepted transcript credits, the student may be credited the cost of the accepted credit for prior education not to exceed the **maximum of 3 semester credit units or 45 hours**. Each student will be evaluated separately by the College Director. **There is no charge for this service**

Awarding of Credit For Prior Experiential Learning

19

The College does not accept acquired life experience and/or prior experiential learning (observed, practical) as a consideration for enrollment or granting credit towards any of its programs.

INSTITUTIONAL POLICIES AND INFORMATION

Admission Policy

Applicants must be 18 years of age, and, at a minimum, possess a high school diploma or its equivalency (GED) or a TOFEL score of 550. A Diploma is awarded to the student for the subject programs.

The maximum number of students is 1 instructor to 10 students, per theory classroom and 1 instructor to 10 students in the lab. The externship is 1 instructor to 5 students.

The method of delivery is lecture, lab and return demonstration via production offered.

A student without a high school diploma or GED is considered an ability-to-benefit student.

21

The College **does not** accept ATB students for enrollment. If the student holds a foreign transcript of completion, the transcripts will be evaluated by a foreign credential evaluation service that is a member of the National Association of Credential Services (NACES).

Language Proficiency

20

The level of English language proficiency required of students accepted to the training, is the ability to read and write English at the level of a graduate of an American High school as demonstrated by the possession of a high school diploma, or GED.

To determine the level of English for placement level in the ENGLISH-AS-A-SECOND LANGUAGE program(INTERMEDIATE AND ADVANCED), the student will need a TOFEL score of 550. This is for the English-as-a-second language courses ONLY.

THE BEGINNING English-as-a-second language course **ONLY**, is for students whose primary language is other than English. This course will provide non-English speaking or limited English proficient students with effective communication skills in English on a beginning basis. The student will take a placement and an interview with the Program Director to evaluate the level of English skills.

If the student holds a foreign transcript of completion, the transcripts will be evaluated by a foreign credential evaluation service that is a member of the National Association of Credential Services (NACES).

This program, upon successful completion of the required subjects will be familiar with skills used to master beginning English and prepare the student to continue with satisfactory placement scores to the next phase of English as a second language.

18

****The prerequisites required for beginning English-as-a-second-language is a placement test, and an interview and assessment with the ESL Program Director . General education requirements are not assessed or required, since language learning is the primary focus for the English as a Second Language Program (Beginning).ONLY.**

This institution offers programs that lead to positions in a profession, occupation, trade or career field that **does not require licensure.**

This College or any of its programs are **NOT ACCREDITED** by an accrediting agency recognized by the United States Department of Education

A student enrolled in an **unaccredited** institution is not eligible for federal financial aid programs.

Prospective students should contact LABA College to set up an appointment with an Admissions

Representative to receive information about the College, its curriculum, and admission policies.

The representative will give a tour of the campus, provide detailed information of the College's programs and policies, discuss the applicant's qualifications, and assist him/her in determining the best way to meet his/her career objectives.

18

This College **has not entered** into an articulation or transfer agreement with any other College or University.

Transfer Credit, Granting of Credit Policy

18

Students may receive credit earned from a previous school approved by the Bureau, public or private institutions of higher learning accredited by an accrediting association recognized by the United States Department of Education, or any institution of higher learning. The College will evaluate the transcripts and make a final determination. The transcripts must be no more than 5 years from the date of the class and the final grade must be a "B" or better. **There is no charge for this service.**

Policy on Student Rights

"You may cancel your contract for enrollment agreement and obtain a Full 100% refund of charges paid through attendance at the first-class session or the seventh day after enrollment, whichever is later as described in the Notice of Cancellation form that will be given to you prior to the first day of class.

Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the College for a sample copy.

After the end of the cancellation period, you also have the right to stop education at this College at any time, and you have the right to receive a refund for the portion of the course not taken.

Your refund rights are described in the contract. If you have lost your contract, ask the College for a copy of your contract and the refund policy.

"If the College closes before you graduate, you may be entitled to a refund. Contact the: Bureau for Private Postsecondary Education at the address and telephone number printed below for information.

"If you have a complaint, questions, or problems that you cannot work out with the College, write or call the Bureau for Private Postsecondary Education (BPPE) as below.

1747 N. Market Blvd., Suite 252, Sacramento, CA 95834.

Telephone 916 57-8900 Fax 916. 263-1897.

Toll Free: (888) 370-7589

Admissions Procedures

As part of the admission procedure, applicants must:

- Complete and submit an Application Form
- Submit an original high school diploma or GED or if a Foreign Student produce translated TOFEL score of 550 or a College transcript
- Attend a New Student Orientation.
- Complete, sign, an Enrollment Agreement.
- Sign documents acknowledging receipt of disclosure forms.
- Pay a Registration Fee of \$100.00(Non-Refundable after the seventh day)
- Pay a STRF fee (non-refundable), if the student is a California resident, or enrolled in a residency program, and prepay all or part of your tuition.

Ability to Benefit

A student without a high school diploma or GED is considered an ability-to-benefit student.

LABA College does not accept non-high school graduates, or ability-to-benefit student in the programs at this time.

Withdrawal / Dropout Policy & Procedure

Students who wish to withdraw from their training program should contact the College Director.

All students who withdraw or dropout (failed to attend classes for a three-week period without prior arrangement) are required to meet with the Business office. Regardless of the circumstances of withdrawal or the date of notification to the College, the official withdrawal date is the last date a student attended classes. Both refunds and final grade determinations are based upon last date of class attendance.

Reenrollment

Any student who wishes to re-enroll in the same program should first submit a letter to the College Director explaining the reason for initial withdrawal and reasons to re-enroll.

Any student who re-enrolls must sign a new enrollment agreement at the prevailing tuition.

This procedure is for a “Seven Day Cancellation” as well as program cancellations or terminations.

All outstanding balance due to program cancellations/terminations must be paid in full.

Any credit given for prior training will be determined on a case-by-case basis by the College Director.

College payments received will be credited to the applicable program. The remaining credit balances will be transferred to the new program. The College at its sole discretion will determine the student's re-enrollment.

A change from one program to another is not considered re-enrolled additional information on course changes can be found in this catalog under Changes in Program. It is important that all financial obligations are discussed prior to re enrolling.

LABA College Observes the Following Holidays

New Year's Day and Day after	January 1 and 2, 2026
Martin Luther King's Day	January 15, 2026
President's Day	February 19, 2026
Memorial Day	May 27, 2026
Independence Day	July 4, 2026
Labor Day	September 2, 2026
Veterans Day	November 11, 2026
Thanksgiving Day	November 28, 2026
Day after Thanksgiving	November 29, 2026
Christmas Day	December 25, 2026
Summer Break	1 Week

(Will be announced 2 weeks prior)

Students will be on Winter Break beginning Friday, December 23, 2026 through Friday, January 6, 2027. Classes resume on Monday, January 6, 2027. LABA College reserves the right to modify this schedule with reasonable advance notice to students.

Hours of Operation

Monday through Friday	9:00 am	to	1 pm
	1:00 pm	to	5 pm
	6:00 pm	to	10 pm

Statement of Non-Discrimination

LABA College does not deny admission or discriminate against students currently enrolled on the basis of Race, Color, Religion, Sex, Age, Handicap, Financial Status, Area of Origin, Residence, Sexual Orientation, from participation in any of the Colleges activities. LABA College will reasonably accommodate applicants and students with disabilities to the extent required by applicable law.

STUDENT SERVICES

36

Student Parking

LABA College is not responsible for parking violations, property theft, property damage. The student can park in the building parking structure and it is the student's responsibility to pay for structure parking. There is available street parking by the hour in front of the building.

Advising

The staff of LABA College makes every effort to maintain close communication with its students. Students have access to faculty and administrative staff for vocational and academic advising. Students experiencing personal problems, which require professional counseling and is requested by the student, will be referred to the appropriate agencies.

Placement Services

37

Upon completion of a program, students are encouraged to take a seminar on how to obtain employment. (offered through the placement office). This seminar is critical as it includes such topics as proper grooming, resume writing, successful interviewing techniques, mock interviews, and completing employment applications.

LABA College's Placement Assistance Department provides direct assistance as students near their completion date and beyond graduation. Delays in course completion may result in delaying employment assistance activity. **LABA College CANNOT AND DOES NOT GUARANTEE EMPLOYMENT.**

Disclosure and Retention of Education Records

39

Students have the right to inspect, review, and challenge information contained in their education records.

Education records are defined as files, materials, and documents, which contain information directly, related to the student and are maintained by the College. Written consent is required before education records may be disclosed to third parties with the exception of regulatory education agencies. Student's wishing to review their file must make an appointment with the student service department. All appointments must be made during regular business hours.

At no time may the student and or parent remove, destroy and or damage any documents or contents in the file.

Student records are to be kept for 5 years; Transcripts will be available for students permanently. Students must submit a written request to the College for an official copy of the transcript.

Family Educational Rights and Privacy Act

The practices and procedures of LABA College comply with the confidentiality and student record availability provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 and the Buckley Amendment. Students, parents of minors, and guardians of “tax dependent” students have the right to inspect and challenge the information contained within the records of these students. Confidentiality of student and staff’s records is strictly protected. FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. The Institute complies with Title IX of the 1972 Education Amendments, Equal Opportunity Act of 1972 (Title VII of the Civil Rights Act of 1964), Section 504, Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1993. Student information is not available to anyone without (a) written request/release from the student, (b) a court order, or (c) meeting accreditation or government agency requirements.

Tuition Assistance

At the present time, LABA College **does not** offer Federal or State financial aid/assistance programs.

The Office of Student Assistance and Relief (OSAR) was created for the purpose of advancing and promoting the rights of students of private colleges, and assisting students who suffer economic loss due to the unlawful activities or closure of a private college.

In collaboration with various State and federal agencies including the California Student Aid Commission, California Community Colleges Chancellor’s Office, Department of Veterans Affairs, U.S. Department of Education and the federal Consumer Financial Protection Bureau, the OSAR is committed to assisting California students and addressing the needs of those students attending private colleges.

Library

12

A reference library is available to all students to help provide information, which may aid them in their program of study. Students may use the reference books, journals, reading material while visiting the library. Please do not take the library material as others may need to use the same material. If you would like an article or information copied, please let the student services know and they will be happy to accommodate you.

The library contains books related to material used in coffee brewing, roasting, serving and the art of barista skills in your training, journals, and websites with research material related to your chosen program for your review and interest. A computer and printer with internet access is available for your use in the website searches.

The library contains a binder with web sites available for you to browse sites related to your

program.

The library is accessible during business hours for the student and staff use.

The student can use the computers to search websites (the College recommends sites), to look up information, the happenings, new systems in the industry and the College is a member of SCA (Specialty Coffee Association. The SCA is an informative Association in the Coffee society. They offer webinars for the Barista Guild like Livelihoods in Coffee, Virtual events like meet the latest Coffee Retail Summit The changing coffee retail climate, Defining Coffee for a new Era and many more interesting and informative. They have regular workshops in the Coffee industry. The student is always welcome to join (at no cost to the student), and take advantage of the Association and the information and updates in the Coffee Industry.

ATTENDANCE POLICIES

Attendance

32

A sign-in sheet will be provided by the instructor of every course on a daily basis. It is the student's responsibility to sign the sheet daily. Specific hours of attendance are part of graduation requirements. Failure to meet the required hours of training will result in denial of graduation status.

Students are expected to be on time to class every day. When students must be absent from class, they need to call the College prior to the start of class, noting the class they are in, an explanation of why they will not be in class that day, and when can we expect their return.

Recurring absences could result in disciplinary action, including dismissal. Students must maintain a 80% attendance record or better to maintain "Satisfactory Attendance Progress." Unsatisfactory attendance may lead to Probation status. Excused absences are not automatic.

Excused Absence

Excused absences are not automatic. Your instructor monitors and provides all attendance to the Student Services department. Vacations are not considered excused. The College will not tolerate abuse with this policy. It was implemented for that student who has unusual or unforeseen problems. However, you must still maintain the minimum cumulative grade point average.

Tardiness

The College places upon its students the same demands that an employer will place upon them as employees. Students are expected to be on time for each class session. A student is considered tardy for class if he/she ARRIVES LATER THAN 15 MINUTES AFTER THE SCHEDULED

START OF CLASS. A tardy student will be marked daily as being tardy. Any combination of three (3) documented tardies will be considered as one (1) absence.

Leaving Early

The College places upon its students the same demands that an employer will place upon them as employees. Students are expected to remain in class for the entire session. A student is considered leaving early from class if he/she LEAVES EARLIER THAN 15 MINUTES PRIOR TO THE CLOSE OF CLASS. The Instructor should be notified prior to being dismissed early from class. A student leaving early from class will be marked daily as leaving early. Any combination of three (3) documented early departures will be considered as one (1) absence.

Cutting Classes

Cutting of classes will be considered unexcused absences.

Leave of Absence Policy

34

If a "Leave of Absence" is required, a student must submit in writing to the Student Service Department, the basis of the request, expected return date and the initial date of request with the student's signature. This does not automatically reflect the College's approval. A Leave of Absence may be limited to a specified amount of days (NOT TO EXCEED 60 DAYS). Only one Leave of Absence will be granted for a student during any 12-month enrollment period. If the student's leave of absence is NOT approved, the student will be considered to have withdrawn from the College.

If the Leave of Absence is approved, the student may return prior to or at the end of the Leave of Absence and resume training without paying additional tuition. Students requesting Leave of Absences must understand that upon return, a revised course completion date will be established, which will delay their graduation date.

Attendance Probation Policy

33

Any student failing to maintain a minimum 80% of the maximum time frame of the program hours, shall be, at a minimum, placed on "Attendance Probation" (unless extenuating circumstances are established). The length of probation shall be for the period of time required for the student to reach a minimum of 80% of the scheduled class hours however, in no event shall exceed one evaluation period (unless extenuating circumstances are established). The probation period may be lengthened to provide assurance that the student achieves and maintains satisfactory attendance progress. The student will be allowed to make up hours, assignments and or exams if space is available, and be removed from probation. No more than two terms of probation will be permitted.

Make-up Time/Work Accountability

Make-up hours, assignments and/or tests are available and encouraged. Make-up time/work must be scheduled with your Instructor to assure proper credit. Students must make up time/work for proper credit towards graduation. Make-up classroom time must be completed on the College premises. Make-up assignments and/or test will be given for those who need to make up for academic grade/ semester credit hours. Any test that is not taken during the scheduled test time will be automatically dropped one full grade. All make-up hours must be accounted for and signed on a missed day make-up sheet also signed by the Instructor.

Maximum Time Frame for Course Completion

A student must satisfactorily complete his/her program of training within a maximum time frame, defined as one- and one-half times the regular scheduled program length, as illustrated below.

Leave of Absences, holidays, non-attendance, winter break, in-service days, and College closed due to extenuating circumstances and terminations are not computed in the maximum time frame. If the student does not complete his/her program of study within the maximum time frame, the student must be dropped from their training program.

Maximum Time Frames Allowed

Program	<u>Session</u>	<u>Length</u>	Maximum Time Frame
Basic Barista Workshop	Day/Eve	5Wks	5Wks
Basic Roaster Workshop	Day/Eve	5Wks	5Wks
Professional Cafe Drink and Dessert Specialist Program	Day/Eve	28 Wks	42 Wks
Professional Barista/Coffee Roaster Program	Day/Eve	16 Wks	24 Wks
Professional Cupper/Tea Sommelier Program	Day/Eve	9 Wks	14 Wks
Professional Patisserie/Chocolatier Program	Day/Eve	8 Wks	12 Wks
Hospitality/Event Management Program	Day/Eve	13 Wks	20 Wks
ESL - Beginning	Day/Eve	10 Wks	15 Wks
ESL - Intermediate	Day/Eve	10 Wks	15 Wks
ESL - Advanced	Day/Eve	10 Wks	15 Wks

Suspension and Dismissal

33

LABA College reserves the right to suspend or dismiss any student whose attendance, professional conduct, or academic performance which does not meet the College's standards and/or who fails to abide by the rules and regulations. Any student who has been suspended or dismissed may appeal the action by following the student appeal procedures outlined in this catalog.

Satisfactory Academic Progress Policy

In addition to completion of time frames, to be making satisfactory academic progress, each student must maintain a cumulative minimum grade point average of B 80% or better. For determining satisfactory progress, a progress report is given to the student at the end of each module or course. A student achieving a cumulative grade point average below a grade of “B or 80%” at the time of evaluation will be placed on academic probation. The Academic Probation will be removed upon the successful completion of the deficiencies that lead to it. Any student dismissed for failure to meet the academic requirements of the College, may appeal the dismissal by following the student appeals procedure outlined in this catalog.

GRADING FORMAT

A = Excellent	90% - 100%
B = Good	80% - 89%
C = Satisfactory	70% - 79%
P/F= Pass/Fail	Credit/No Credit Assigned
F = Failing	69%
I = Incomplete	00%
W = Withdrawal from Module	No Grade Assigned

If a student withdraws from a course before the completion of a module, the student will receive a W for that module. If the student returns to the College all course work graded "I" (Incomplete) may be successfully completed within a 30-day period or training may be interrupted. If the student returns to the College, all course work graded “W” Should be completed. Any Incomplete and Withdrawal will be counted as a 0 in the overall cumulative grade point average. It is important that the student makes up the Incompletes or Withdrawal as soon as possible.

Students will be allowed to repeat a module once at no additional charge. The time needed to repeat the module must be within the maximum time frame for that course. The student will be given an opportunity, at the discretion of the College Director and subject to the availability of space, to repeat, remediate or make up work.

This work shall be given full standing and credit with respect to the evaluation of the student's maintaining of Satisfactory Progress.

Students that have been dismissed for lack of satisfactory academic progress from any program may apply to the College Director to be re-admitted by following the reinstatement procedures outlined in this catalog.

A student may appeal the determination of unsatisfactory academic progress and/or their dismissal based upon extenuating circumstances by following the Student Appeals Procedure outlined in this catalog.

Academic Probation Policy

33

As indicated under the section pertaining to Academic Policy, if a student fails to achieve a cumulative grade point average of 75% or “C”, the student will be placed on academic probation until such time as their cumulative grade point average reaches 75% or “C”. During that probationary period, the student must maintain a cumulative grade point average of 75% or “C” of the program.

If a student maintains a grade point average of 75% or “C” and/or achieves a cumulative grade point average of 80% or “B”, probation will be removed. However, if the student fails to maintain a 75% or “C” grade point average and/or is unable to achieve a cumulative grade point average within one evaluation period, the student will be dismissed from their program (unless extenuating circumstances are established).

Student Appeal Procedures

A student, who wishes to appeal any disciplinary action and/or decision made by an Instructor, must submit a letter to the College Director to be reviewed by an Appeals Board. Students must provide supportive documentation along with their letter in order to support his/her position and any mitigating circumstances that may have existed. This Appeals Board shall consist of two (2) attending members. The student will be notified of the Appeal Board decision within 30 days following the receipt of the student’s appeal. The decision of the College Director shall be final.

Reinstatement

A student requesting to be reinstated as an active student, based on whatever reasons or circumstances, should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The College appeals board shall consist of (2) two College administrators. The requesting prior student shall be notified of the Reinstatement Review within 10 days following the decision of the College Director.

Standards for Student Achievements /Graduation Requirements

31

Students will receive the appropriate completion certificate or Diploma if the following requirements have been met:

- 1 All required courses in the student’s program have been satisfactorily completed and the final examination has been passed.
- 2 A minimum grade of 75% has been earned in all theory and lab coursework, and a Passing grade in the externship coursework of 75% or better.
- 3 An overall attendance of 75% has been attained
- 4 Financial obligations due LABA College have been satisfied in full for the tuition and fees.
- 5 Requirements for administrative departments (financial obligations, file documents and placement information) have been completed satisfactorily.

Changing Programs

At times, a student may wish to change his chosen career goal. The College reserves the right to allow or disallow a transfer from one program to another offered at this College. For this transfer, the student will sign an addendum to the original contract. The student will be charged for the appropriate time used for the prior program and be charged the additional fees for the new program as the published regulations allow.

The process for this program change will be as follows: Notify the Admission Office, Business Office and Student Services prior to the change. Instructors will not make the decision to transfer a student as this effect the student's financial status.

SCHOOL POLICIES AND REGULATIONS

Dress Policy

Professional dress is recommended at all times. LABA College's Professional Dress Policy was established in order to enable our students to become comfortable with the type of apparel expected by the majority of employers who hire our graduates.

Eating in Classrooms

Eating and/or drinking are not permitted in classrooms. Unfortunately, due to the necessity of maintain a professional learning environment that respects the rights of all students, children are not permitted on the College premises.

Student Conduct

An important part of the training at LABA College includes the development of professional conduct. Students are expected to conduct themselves in a business-like manner. Normal standards of professional attire apply to all students and unconventional clothing cannot be permitted at the College.

Grounds for Disciplinary Action

1. Unsatisfactory Academic performance.
2. Unsatisfactory Attendance.
3. Unprofessional conduct that reflects unfavorably upon the College and/or its students.
4. Use of Drugs, Narcotics, Alcohol (or under the influence), Gambling, Profanity.
5. Inappropriate professional clothing worn during training.
6. Failure to abide by the Rules and Regulations of the College.
7. Failure to pay tuition (or any other charges) when due.
8. Breach of Institution enrollment agreement.
9. Cheating.
10. Falsifying Institute records.
11. Carrying a concealed or potentially dangerous weapon.
12. Disorderly conduct, which interferes with the learning process of any other student,

- instructor, or the general progress of the class.
13. Instigation and/or participation in rebellious activities against the College and/or its student(s).
 14. Solicitation, which reflects unfavorably upon the College and/or its students.
 15. Vandalism of College property.
 16. Any form of gang related activity including but not limited to: flashing of gang signs, wearing of gang colors/attire, etc.
 17. Fighting (physical or verbal)
 18. Verbal confrontation with any employee and or student

Disciplinary action may include, but not limited to, a verbal or written warning, probation, suspension, or dismissal.

A student dismissed for unsatisfactory or unprofessional conduct may request re-admittance into his or her program by following the procedure set forth under reinstatement as noted in this catalog.

Student Grievance Procedure

35

LABA College publishes the following student grievance procedure in the College catalog:

The written grievance must clearly state the student's name, the nature of the complaint, the name(s) of all parties directly involved in the complaint, and any appropriate documentary evidence. Steps towards resolution: based upon the information presented in the grievance, steps toward resolution shall begin with informal discussions headed by the College Director. Resolution shall be attempted at the lowest possible level.

If a satisfactory solution cannot be reached within a reasonable period, the grievance shall be scheduled for presentation to the Grievance Committee for hearing and appropriate action. Informal discussion between persons directly involved in a grievance is essential in the early stages of dispute reconciliation and shall be encouraged at all stages of the grievance procedure.

If informal recourse fails to resolve the grievance within 10 days after filing, the College Director will schedule a Grievance Committee meeting. The members of the Committee will be (2) two.

The Committee will review and consider documentary records, which relate to the case, including the grievance and its supporting documentation and any documentary evidence or statement by the person(s) against whom the complaint was filed. The committee and the College Director will arrive at a fair and equitable decision. It is the College Directors final decision.

If students/College has exhausted procedures and the problem has not been resolved, they have the right to contact:

Bureau for Private Postsecondary Education
1747 North Market Blvd., Suite 225,
Sacramento, CA 95834.
(916) 574-8900 Fax (916) 263-1897 Toll Free: (888) 370-7589

"Prior to signing your enrollment agreement, you must be given a catalog or brochure and a School performance Fact Sheet, which you are encouraged to review prior to signing the agreement. These documents contain important policies performance data for this College. The College is required to have you sign and date the information included in the College performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing the agreement

Controlled Substance, Alcohol and Drug Abuse Policy

All students and employees are informed that the unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance or alcohol within the premises of the College is strictly prohibited. Employees and students violating this rule will be subject to immediate termination of employment or College program. Following is a list of drug-free awareness programs that also provide detailed information regarding:

- Dangers of Drug and Alcohol Abuse
- Assistance with drug and Alcohol Abuse Counseling
- Penalties for the Abuse of Alcohol or Drugs
- Rehabilitation Programs

The following are local and national agencies that provide assistance to employees, students, and their families:

Drug Information Hot Lines:

National College on Drug Abuse	(800) 662-HELP (800) 843-4971
National Clearinghouse for Drug Information	(800) 729-6686

As stated above, students and employees are subject to termination for violation of this College's rules. In addition, persons distributing drugs to employees or students will be referred to the authorities and charges of drug distribution will be pressed by the College. Each student is required to read and sign a statement concerning this policy.

Penalty for possession and/or use of controlled substances and alcohol abuse vary with specific jurisdictions and are at the discretion of the judge in specific cases. For first time convictions of the use of a controlled substance or alcohol abuse, offenders will be referred to a rehabilitation/education program. However, state and/or federal law provide penalty guidelines for drug trafficking or selling/providing alcohol to anyone under 21.

76215. STUDENT TUITION RECOVERY FUND DISCLOSURES

CALIFORNIA STUDENT TUITION RECOVERY FUND (STRF)

DISCLOSURE

The STRF is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the STRF.

The following information regarding the Student Tuition Recovery Fund is disclosed to students in accordance with the regulations of the California Bureau for Private Postsecondary Education (BPPE) in this Institution catalog and the enrollment agreement:

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss.

Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog;

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market, Suite 225, Sacramento, Ca. 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an education program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an education program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an involve for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of no collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery . If it has been more than four (4) years since the action or event that made the student eligible, the student must have field a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law

However, no claim can be paid to any student without a social security number or a taxpayer identification number."

If a student obtains a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds. **# 29**

**"Note: Authority Cited: Section 94803, 94877 and 94923, Educational Code.
Reference: Section 94923, Education Code.**

"Students' Right to Cancel"

26

STUDENT PROTECTION:

Cancellation, Withdrawal and Refund Rights

- **You have the right to cancel this enrollment agreement and obtain a FULL 100% refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later for educational service, any equipment, books or other goods and services returned. Cancellation occurs when you give written notice of cancellation at the Institution address shown on the front page of this Catalog or as noted on the Enrollment Agreement. You can do this by mail, in person, by FAX to:**
 - **College Director of**
 - **LABA College**
 - 429 N. Western Avenue Ste. # 4/5**
 - Los Angeles, California 90004**
- The notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the agreement. You will be given two notices of cancellation forms on the first day of class.
- If the school has given you any books, you shall return them to the school within 30 days following the date of your notice of cancellation. If you fail to return the books in original condition within the 30-day period, the school may charge you for books, and deduct that cost from any refund that may be due. Once the book is paid for, it is yours to keep without further obligations.
- You have the right to withdraw from the school at any time. If you withdraw from the course of instruction after the cancellation period as stated paragraph 1, the school will remit a refund less a registration fee or any STRF fee assessed after the seventh day of enrollment prior to 60% of the program at which no refund will be required. The Registration Fee shall not exceed the

lesser amount of \$ 100.00. The refund shall be made within 30 days following your withdrawal.

(Cancellation, Withdrawal and Refund Rights continued)

- You are obligated to pay only for educational services rendered and unreturned equipment. The refund shall be the amount you paid for instruction multiplied by fraction. The numerator of which is the number of hours of instruction, which you have not received, but for which you have paid, the denominator of which is the total number of hours of instruction for which you have paid. **up to including 60% of the course. After 60% of the course has been taken, NO REFUND will be due to the student or third party.**

If you obtain books, noted in the in this catalog and/or on your Enrollment Agreement, and return them in good condition within 30 days following the date of your withdrawal, the school shall also refund the amount paid by you for the books. If you fail to return the books in good condition within 30 days, the school may retain the documented cost of the listed books that exceeds the refund amount.

The School may retain lesser amount of a pro rata portion as described below (up to 60% of course completion) or the documented cost of books. (For re-enrolled) “the documented cost”). You are liable for the amount, if any by which (the pro rata or documented cost) exceeds the refund amount.

Refund Calculation

The refund will be calculated in the following manner:

- From the total course cost a registration fee, not to exceed \$100.00 will be deducted.
- From the resulting figure the cost of r books will be deducted.
- From the resulting figure any STRF assessment that was due will be deducted.
- This will give you the actual “tuition” figure.
- This figure is then divided by the total number of hours in the course.
- The resulting figure is the hourly rate of instruction.
- The hourly rate is then multiplied by the actual number of hours attended. **UP TO 60% OF THE COURSE TAKEN.**
- The resulting figure is the actual amount of tuition owed to the school.
- To this figure is added the registration fee, any STRF fee and the cost of unreturned books
- This results in the total amount that is owed to the school. If this figure is less than the amount prepaid, a refund will be issued. If this figure is less than the prepaid amount, a refund for the difference will be issued.

An example would look like this:

The student enrolls in a course that costs \$3450.00. This is broken down as Reg. Fee-\$100.00, books and equipment-\$250.00, tuition -\$3,100.00. The course is 256

hrs in length.

You begin classes and are issued your books. The course cost is paid in full. You withdraw after attending 132 hrs and do not return books.

The calculation:

\$3450.00 (tuition) deduct \$100.00 registration fee, deduct \$ 250 for books. This equals \$ 3100.00 divide by the hours in the program 256 this equals the hourly rate. of \$12.11, multiplied by 132 (actual hrs. attended) equals \$1598.44 (the amount of tuition owed) plus \$250.00 (cost of books issued and not returned) plus \$100.00 (Reg. Fee) plus any STRF fee equals \$1,948.44 (the amount owed school).

(Refund Calculation continued)

\$3,450.00 (amount paid school) minus \$1,948.44 (amount owed school) equals \$1501.56 This is the amount of refund that will be sent to the responsible party.

For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs:

- (A) You notify School of your withdrawal or the actual date of withdrawal.
- (B) School terminates your enrollment.
- (C) You fail to attend classes for a 10-day period. You fail to return from a leave of absence,
- (D)

The date of withdrawal shall be deemed to be the last date of recorded attendance. If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan.

GENERAL TERMS:

No applicant shall be rejected from admission to the College on the basis of age, race, color, sex, disability or national origin nor be subjected to discrimination of any kind base on the above. For information regarding non-discrimination issues or to resolve complaints, contact the College Director or designee.

The College does not and cannot guarantee employment nor level of income or wage rate to any student or graduate. However, placement assistance will be provided in the form of referrals to potential employers, resume preparation, training on job seeking skills and interview techniques.

All instructional equipment for the course selected will be furnished by the College. There are, however, required books and materials that are to be paid by you.

The cost of medical or other examinations, if required, is to be paid by the

student.

Diplomas, certificates signifying satisfactory completion will be issued after the completion of the entire program. Students will be tested/evaluated on classroom (lecture, lab and externship). The student must achieve the cumulative grade point average (GPA) as stated in the catalog in order to graduate and receive the Diploma or completion certificate.

The College reserves the right to postpone training in the event of Acts of God, labor disputes, equipment failure, etc. for a maximum of 30 days. Students will be duly notified by phone, e-mail, or letter.

All course schedules are subject to change in starting and completion dates. Students will be duly notified. Students will be offered the opportunity to consent as provided by law.

In cases where such changes would cause an undue hardship, a refund will be offered. The maximum postponement of class is 30 days.

The College reserves the right to withdraw a scheduled course if the registration is insufficient to make up a class. All student charges paid will be refunded.

The College reserves the right to change or modify the program content, equipment, staff, or materials and organization as necessary. Such changes may be required to keep pace with technological advances and to improve teaching any program or result in tuition changes for current attending students.

The College reserves the right to reject an applicant from admission not meeting the requirements for the course selected.

The student's enrollment may be terminated at the discretion of the College Director if the student's academic progress, behavior, absences, lateness, dress, etc. does not conform to the attendance requirements, rules and regulations of the College, as stated in the catalog; in which event, the extent of the student's tuition obligation will be in accordance with the College's refund policy.

In any particular provision of this agreement shall be deemed invalid if unenforceable, it shall not affect the other provisions hereof, and this agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.

This Agreement constitutes the complete contract between the College and the student, and no verbal statements or promises will be recognized.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education by at:

Bureau for Private Postsecondary Education
1747 North Market Blvd. , Suite 225,
Sacramento, 95834

(916) 574-8900 Fax (916) 263-1897
Toll Free (888) 370-7589

15

**OFFICE OF STUDENT ASSISTANCE AND RELIEF FOR ASSISTANCE IN
OBTAINING FURTHER INFORMATION ABOUT INDIVIDUALS RIGHTS AND
AVAILABLE SERVICES AND RELIEF.**

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informal decisions, understanding their rights, and navigating available services and relief option. The office may be reached by calling (toll free # 888-370-7589) or by visiting the website at www.bppe.ca.gov.

ACADEMIC PROGRAMS



BASIC BARISTA WORKSHOP

Classes are conducted: 4.0 Hours a day, 1 day a week /and 2.0 Hours for **Written & Practical Test** for a total of 5 Weeks for 18 Total Clock Hours. 1.2 Credit Hours.

35-3022, # 35-3021, # 35-3041, # 35-9099

40

PROGRAM DESCRIPTION:

This 5-week (18 Clock Hours) program is designed to introduce and prepare Students with basic skills and knowledge as a Barista. This program specializes in developing basic espresso skills as well as brewing skills.

The student will begin with pulling a perfect Espresso shot per SCA definition and will cover how to make frothed milk for milk beverages such as Latte or Cappuccino.

EDUCATIONAL OBJECTIVES:

The primary objective of this program will be to gain the knowledge and skills of basic Barista skills.

OCCUPATIONAL OBJECTIVES:

The program, upon successful completion of all required subjects will be the knowledge and skills used in the beginning Barista occupation.

Module A	Theory Hours	Lab Hours	Externship
Unit 1 Specialty Coffee 101	0.5	1.5	0
Unit 2 Brewing & Extraction 1: Pour-over	0.5	1.5	0
Unit 3 Brewing & Extraction 1: Other Brewing Methods	0.5	1.5	0
Unit 4 Espresso Fundamentals	0.5	1.5	0
Unit 5 Milk Steaming Fundamental	0.5	1.5	0
Unit 6 Hot Espresso Drinks	0.5	1.5	0
Unit 7 Cold Espresso Drinks and Alternative Drinks	0.5	1.5	0
Unit 8 Latte Art 1	0.5	1.5	0
Unit 9 Practical & Written Test	2.0	1.0	0
MODULE TOTAL	5.0	13.0	0
PROGRAM TOTALS	5.0	13.0	0

Movule A

Unit 1: Specialty Coffee 101

The student will learn concept of specialty coffee as well as differences compared to commercial coffee.

Unit 2: Brewing & Extraction 1: Pour-over

The student will learn concept of extraction and how to brew coffee with different drippers.

Unit 3: Brewing & Extraction 2: Other Brewing Method

The student will learn how to utilize different kinds of brewing methods such as siphon, Aeropress, French Press and Cold Brew.

Unit 4: Espresso Fundamental

The student will learn the perfect espresso. This is the heart of each of the coffees made on the espresso machine. Gaining the knowledge is crucial to the success of all other drinks. Enhancing other espresso drinks on the menu.

Unit 5: Milk Steaming Fundamental

The student will understand the components of milk and its production process. The evaluation of milk foams and techniques to consistently produce high quality micro foam. Learning foaming milk for drinks such as cappuccino foam and steaming milk for drinks such as lattes.

Unit 6: Hot Espresso Drinks

The student will learn the difference and be proficient in serving the following drinks to include a few: Cappuccino, Caffè Latte, Caffè Mocha, Caffè Americano.

Unit 7: Cold Espresso Drinks and Alternative Drinks

The student will learn the difference and be proficient in serving the following drinks to include a few: Frappe, Blast, Iced Caffè Mocha.

Unit 8: Latte Art I (Heart) The student will work with Latte drinks in learning basic art designs.

Unit 9: Practical & Written Test

The student will Be tested on Unit 1 through Unit 8 modules with Specialty Coffee methods..

The College owns a Coffee Shop/ Cafe in Los Angeles where the student will participate in their Lab hours ,at LaB Coffee & Roasters.

The method of delivery is lecture, lab and return demonstration.

Equipment

- * Espresso Machine
- * Timer
- * Refrigerator
- * Induction
- * Dripper
- * Siphon
- * Hot Water Kettle

**** Graduation Requirements for completion: A final test and Final Lab evaluation** which includes all 8 Units with a passing score of 80 % is required

Course Diploma Awarded.

No licensure is needed for employment in the field.

No extern is needed for employment in the field.



BASIC ROASTER WORKSHOP

Classes are conducted: 4.0 Hours a day, 1 day a week /and 2.0 Hours for **Written & Practical Test** for a total of 5 Weeks for 18 Total Clock Hours. 1.2 Credit Hours.

35-3022, # 35-3021, # 35-3041, # 35-9099

40

PROGRAM DESCRIPTION:

This 3-week (18 Clock Hours) program is designed to introduce and prepare Students with skills and knowledge as a coffee roaster career. This program specializes in developing Coffee Roaster performance and skills.

The student will be trained to roast coffee. This workshop will include basic cupping, understating roasting process, blending for espresso.

EDUCATIONAL OBJECTIVES:

The primary objective of this program will be to gain the knowledge and skills of Basic Coffee Roaster with specialized skills.

OCCUPATIONAL OBJECTIVES:

The program, upon successful completion of all required subjects will be the knowledge and skills used in Coffee Roasting.

Module B	Theory Hours	Lab Hours	Externship
Unit 1 Scentone Aroma Kit & By-pass	0.5	1.5	0
Unit 2 Intro to Cupping	0.5	1.5	0
Unit 3 Introduction to Roasting & Sample Roasting	0.5	1.5	0
Unit 4 Profile Roasting Practice	0.5	1.5	0
Unit 5 Roasting Practice 1: Color Matching & Roasting Log	0.5	1.5	0
Unit 6 Roasting Practice 2: Roasting Pattern (Fast Vs Slow)	0.5	1.5	0
Unit 7 Roasting Practice 3: Roasting Pattern (Under Vs .Baked)	0.5	1.5	0
Unit 8 Roasting Practice 5: Roasting for Espresso	0.5	1.5	0
Unit 9 Practical & Written Test	1.0	1.0	0
MODULE TOTAL	5	13	0
PROGRAM TOTALS	5	13	0

MODULE B

Unit 1: Scentone Aroma Kit and By-Pass

The student will learn how to describe coffee flavor in objective way by using Scentone Aroma Kit & By-pass Method.

Unit 2: Intro to Cupping

The student will be introduced to standard method of evaluating the coffee flavors. They will learn SCA cupping protocols and cupping sheet.

Unit 3: Introducing to Roasting Concept & Sample Roasting

The student will be introduced to coffee roasting. The formula and how to forecast roasting.

Unit 4: Roasting Profile Practice

The student will learn how to build roast profile and understand different coffee flavors through different profile.

Unit 5: Roasting Practice I

The student will learn how to use Agtron tile for color comparison and making roasting log.

Unit 6: Roasting Practice II

The student will learn differences between STHT and LTLH roasting.

Unit 7: Roasting Practice III

The student will learn the process of the second crack of the full city and baked roasting.

Unit 8: Roasting Practice V

The student will learn how the charred taste is the French roast level.

Unit 9: Practical & Written Test

**** Graduation Requirements for completion: A final test and Final Lab evaluation**
which includes all 8 Units with a passing score of 80 % is required

Course Diploma Awarded

No licensure is needed for employment in the field from this program.
No extern is needed for employment in the field from this program



PROFESSIONAL CAFE DRINK AND DESSERT SPECIALIST PROGRAM

Classes are conducted: 4 Hours a day, 5 days a week / 28 Weeks for 549 Total Clock Hours
37.0 Semester Credit Hours.

35-3022, # 51-3011, #51-3091, \$ 51-3092, # 51-3093, # 51-3099,

40

(SOC) Code: 34-9000

PROGRAM DESCRIPTION:

This 28-week (549 Clock Hours) program is designed to introduce and prepare the Professional Cafe Drink and Dessert Specialist student in all aspects and importance of the Barista,(cafe drink specialist), also the Patisserie (cafe dessert specialist). Beginning with workflow management this program will cover Ergonomics, health and safety onto hands-on performance with equipment used in the industry such as grinders, espresso machines and onto the fundamentals of coffee history, espresso hot cold drinks, signature drinks and the art of latte.

The student will learn to prepare various drinks and menu planning and onto customer service with the first externship in the LaB Coffee & Roasters.

The next step is onto green bean grading/selection, coffee roasting, roasting profile development, coffee blending, cupping within the SCAA standards. Students will learn to use the sensory skills for evaluating coffee. The second externship in the LaB Coffee & Roaster to apply the learned knowledge and skills in real time business interactions.

The next step is learning the fundamentals of baking and pastry art, making breads, pies, tarts, cheese cakes, sponge method cake decorating and plating cakes and preparing dessert creams and sauces. creams and sauces.

In addition, the student will learn the fundamentals of chocolate and chocolate production, and onto hands-on production of desserts in the externship in the LaB Coffee & Roaster.

EDUCATIONAL OBJECTIVES:

The primary objective of this program will be to gain the knowledge and skills of a Professional Cafe Drinks and Dessert Specialist, with hands-on experience and specialized skills in the following areas: Coffee Roasting, Cupping, Tea Sommelier, Patisserie and Chocolatier.

OCCUPATIONAL OBJECTIVES:

The program, upon successful completion of all required subjects will be the knowledge and skills used in the Barista occupation, and specialties in Coffee Roasting, Cupping, Tea Sommelier, Patisserie and Chocolatier.

(SOC) Codes: 35-3022, 35-9099

Module A	Theory Hours	Lab Hours	Externship
Unit 1 Specialty Coffee 101	4.5	0	0
Unit 2 Brewing & Extraction 1: Pour-over	1.5	3	0
Unit 3 Brewing & Extraction 1: Other Brewing Methods	1.5	3	0
Unit 4 Espresso Fundamentals	1.5	3	0
Unit 5 Milk Steaming Fundamental	1.5	3	0
Unit 6 Hot Espresso Drinks	1.5	3	0
Unit 7 Cold Espresso Drinks and Alternative Drinks	1.5	3	0
Unit 8 Signature Drinks and Menu Design	1.5	3	0
Unit 9 Latte Art 1	1.5	3	0
Unit 10 Latte Art 2	1.5	3	0
Unit 11 Latte Art 3	1.5	3	0
Unit 12 Brewing Chart	4.5	0	0
Unit 13 Customer Service Essentials	2.5	0	0
Unit 14 Workflow Management & Preventive Mgt.	4.5	0	0
Unit 15 Hygiene, Health & Safety	4.5	0	0
Unit 16 Test for Module A	1.5	1	0
Unit 17 Barista Externship	0	0	45
MODULE TOTAL	37	31	45
Module B Coffee Roaster			
Unit 1 Scentone Aroma Kit & By-pass	4.5	0	0
Unit 2 Intro to Cupping	3.5	1	0
Unit 3 Agricultural Economics	4.5	0	0
Unit 4 Green Bean Defects	1.5	3	0
Unit 5 Introduction to Roasting & Sample Roasting	1.5	3	0
Unit 6 Profile Roasting Practice	1.5	3	0
Unit 7 Roasting Practice 1: Color Matching & Roasting Log	1.5	3	0
Unit 8 Roasting Practice 2: Roasting Pattern (Fast Vs Slow)	1.5	3	0
Unit 9 Roasting Practice 3: Roasting Pattern (Under Vs Baked)	1.5	3	0
Unit 10 Roasting Practice 4: Different Coffee Origin	1.5	3	0
Unit 11 Roasting Practice 5: Roasting for Espresso	1.5	3	0
Unit 12 Defects in Roasting & Blending	1.5	3	0

Unit 13 Field Trip (Roastery or Coffee Farms)	2.5	0	0
Unit 14 Test for Module B	1.5	1	0
Unit 15 Coffee Roaster Externship Hours	0	0	45
MODULE TOTAL	30	29	45
PROGRAM TOTALS	67	60	90
Module C Copper			
Unit 1 Cupping 101	3	2	0
Unit 2 Green Bean Grading	2	2	0
Unit 3 Sensory	2	2	0
Unit 4 Olfactory Skill	2	2	0
Unit 5 Organic Matching Pairs	2	2	0
Unit 6 Triangulation	2	2	0
Unit 7 Roasted Sample Identification	2	1	0
Unit 8 Cupping I	2	2	0
Unit 9 Cupping II	2	2	0
Unit 10 Cupping III	2	2	0
Unit 11 Cupping IV	2	2	0
Unit 12 Cupping V	2	2	0
Unit 13 Defect Cupping	2	2	
Unit 14 Copper Externship	0	0	45
MODULE TOTAL	27	25	45
Module D Tea Sommelier			
Unit 1 Tea 101	3	0	0
Unit 2 Olfactory Tea Cupping and Tasting	2	2	0
Unit 3 Black Tea Cupping and Tasting	2	2	0
Unit 4 Green Tea Cupping and Tasting	2	2	0
Unit 5 Herbal Tea Cupping and Tasting	2	2	0
Unit 6 Tea Blending	2	2	0
Unit 7 Tea House Practice	0	6	0
Unit 8 Tea Sommelier Externship	0	0	45
MODULE TOTAL	13	16	45
Module E Patisserie			
Unit 1 Fundamentals of Baking and Pastry Arts	5	3	0
Unit 2 Artisan and Quick Breads	3	2	0
Unit 3 Enriched Yeast Dough's	3	2	0
Unit 4 Pies, Tarts and Cheese Cakes	3	2	0
Unit 5 Batter Based Cakes	3	2	0
Unit 6 Genoise and Sponge Method Cakes	3	2	0
Unit 7 The Art of Decorating and Plating Cakes and Deserts	3	2	0

Unit 8 Egg based Custards, Creams and Sauces	3	2	0
Unit 9 French, European and American Classics	3	2	0
Unit 10 Cold and Frozen Desserts	3	2	0
Unit 11 Patisserie Externship	0	0	45
MODULE TOTAL	31	21	45
Module F Chocolatier			
Unit 1 Fundamentals of Chocolate	3	0	0
Unit 2 physiology of Chocolate Taste	2	2	0
Unit 3 Chocolate Production I	1	2	0
Unit 4 Chocolate Production II	1	2	0
Unit 5 Chocolate Production III	1	2	0
Unit 6 Chocolate Production IV	1	2	0
Unit 7 Chocolatier Externship	0	0	45
Module Total	9	10	45
Module Totals	147	132	270

Module A

Unit 1: Specialty Coffee 101

The student will learn concept of specialty coffee as well as differences compared to commercial coffee.

Unit 2: Brewing & Extraction 1: Pour-over

The student will learn concept of extraction and how to brew coffee with different drippers.

Unit 3: Brewing & Extraction 2: Other Brewing Method

The student will learn how to utilize different kinds of brewing methods such as siphon, Aeropress, French Press and Cold Brew.

Unit 4: Espresso Fundamental

The student will learn the perfect espresso. This is the heart of each of the coffees made on the espresso machine. Gaining the knowledge is crucial to the success of all other drinks. Enhancing other espresso drinks on the menu.

Unit 5: Milk Steaming Fundamental

The student will understand the components of milk and its production process. The evaluation of milk foams and techniques to consistently produce high quality micro foam. Learning foaming milk for drinks such as cappuccino foam and steaming milk for drinks such as lattes.

Unit 6: Hot Espresso Drinks

The student will learn the difference and be proficient in serving the following drinks to include a few: Cappuccino, Caffè Latte, Caffè Mocha, Caffè Americano.

Unit 7: Cold Espresso Drinks and Alternative Drinks

The student will learn the difference and be proficient in serving the following drinks to include a few: Frappe, Blast, Iced Caffè Mocha.

Unit 8: Signature Drinks & Menu Design

The student will learn the difference and be proficient in serving the following drinks : Espresso: Espresso Ristretto, Espresso Lungo, Double Shot Espresso, Doppio (double strength espresso), Espresso Con Panna, Espresso Machiato, Espresso Correto, Espresso Mocha, Espresso Macchiato Fiord latté.

Unit 9: Latte Art I (Heart)

The student will work with Latte drinks in learning basic art designs.

Unit 10: Latte Art II (Line Heart, Tulip)

The student will work with Latte drinks in a more extensive fashion in the design of Latte Art.

Unit 11: Latte Art III (Rosetta)

The student will work with Latte drinks in a more extensive fashion in the design of Latte Art.

Unit 12: Brewing Chart

The student will work with AST meter and will learn how to apply the brewing chart concept to real business.

Unit 13: Customer Service

The student will understand the importance of hygiene to include clean uniforms and aprons, appropriate hair styles, hand washing and personal hygiene. The student will understand personal presentation, good communication skills, and good customer service etiquette.

Unit 14: Workspace Management & Preventive Management

The student will learn the importance of maintaining and hygienic and organized workspace.

Emphasis is placed on the understanding of regular cleaning of the grinder and espresso machine, keeping the steam wand clean. Cleans the bean hopper, empties the closer chamber and brushes out all excess ground coffee beans.

Unit 15: Hygiene, Health and Safety:

The student will learn the basic understanding of the local laws that apply to safety and hygiene when using espresso equipment and cleaning chemicals. The student will minimize the risks related to safety and hygiene according to local laws.

Unit 16: Test for Module A

Student will take practical exam and written exam for Module A.

Unit 17: Barista Externship

The student will use the knowledge and skills of Barista learned in Module A with hands-on practice in Barista skills at LaB Coffee & Roaster.

MODULE B

Unit 1: Scentone Aroma Kit and By-Pass

The student will learn how to describe coffee flavor in objective way by using Scentone Aroma Kit & By-pass Method.

Unit 2: Intro to Cupping

The student will be introduced to standard method of evaluating the coffee flavors. They will learn SCA cupping protocols and cupping sheet.

Unit 3: Agriculture Economics

The student will learn economical aspect of coffee farming and how to determine coffee price.

Unit 4: Green Bean Defects

The student will be introduced and learn the different types of green beans and defects.

Unit 5: Introducing to Roasting Concept & Sample Roasting

The student will be introduced to coffee roasting. The formula and how to forecast roasting.

Unit 6: Roasting Profile Practice

The student will learn how to build roasting profile and understand different coffee flavors through different profile.

Unit 7: Roasting Practice I

The student will learn how to use Agtron tile for color comparison and making roasting log.

Unit 8: Roasting Practice II

The student will learn differences between STH and LTLH roasting.

Unit 9: Roasting Practice III

The student will learn the process of the second crack of the full city and baked roasting.

Unit 10: Roasting Practice IV

The student will learn cup features of different coffee origins and find optimal profile for the coffee origins.

Unit 11: Roasting Practice V

The student will learn about the dark roasting and developing time management.

Unit 12: Defects in Roasted Coffee and Coffee Blending

The student will learn quality control and the blending to evolve the different flavors.

Unit 13: Field Trip to Roastery or Coffee Farms

The student will be visiting to a local coffee roastery or coffee farms and will have conversation with roasting masters for inventory management.

Unit 14: Test for Module B

Student will take practical exam and written exam for Module B.

Unit 15: Coffee Roaster Externship

The student will use the knowledge and skills learned in Module A and B with hands-on practice in Barista skills at LaB Coffee & Roasters.

MODULE C

UNIT 1: Cupping 101

The student will learn how cupping is a social event. The student will taste different roasted beans and discuss their taste and likes and dislikes, and the differences with each tasting.

Unit 2: Green Bean Grading

The student will learn, as a beginner to rate the bean according to a grading scale.

Unit 3: Sensory

The student will use their TASTE sensory to learn the palate-pleasing effects of the freshly roasted coffee beans.

Unit 4: Olfactory Skill

The student will use their SMELL sensory and learn how cupping is the extreme sport of coffee tasting. This is a sensory evaluation.

Unit 5: Organic Matching Pairs

The student will be introduced to each of the six primary acid components of coffee and asked to match brewed cups of coffee containing acids.

Unit 6: Triangulation

The student will be exposed to a triangulation exercise, a common exercise for professional cuppers, and is necessary to achieve q-grader status.

Unit 7: Roasted Sample Identification

The student will learn how to sample roast identification of ideal roast for coffee cupping using only the sense of taste and smell.

Unit 8: Cupping I

The student will be able to describe the pleasing, brightness or sharpness in the coffee.

Unit 9: Cupping II

The student will learn the referred to MOUTH FEEL. The body is the sense of weight or heaviness that the coffee exerts in the mouth.

Unit 10: Cupping III

The student will learn the SWEETNESS which separates the great from the good.

Unit 11: Cupping IV

The student will learn the first impressions are powerful. It is the last impression that has the most impact. With coffee the **FINISH** (aftertaste) is of great importance to the overall quality of the tasting experience.

Unit 12: Cupping V

The student will learn **FLAVOR is** the catch all for the actual taste the coffee give us.

Unit 13: Defect Cupping

The student will learn the **BITTERNESS** is a defective bean.

Unit 14: Cupping Externship

The student will use the knowledge and skills learned in Module A through C with hands-on practice in Barista skills at LaB Coffee & Roaster.

MODULE D

Unit 1: Tea 101

The student will learn the various types of teas.

Unit 2: Olfactory Tea Cupping and Tasting

The student will learn how to use the olfactory nerve known as the first cranial nerve, that carries the sensory information for the sense of **SMELL**.

Unit 3: Black Tea Cupping and Tasting

The student will learn about the tea bags and the black tea bag which is the most common for dipping bags for a beverage of hot tea.

Unit 4: Green Tea Cupping and Tasting

The student will learn about green tea which is the most popular type of tea. It is the beverage of choice in Asia. The differences in the green tea that are scented with flowers or mixed with fruits to create the aromas.

Unit 5: Herbal Tea Cupping and Tasting

The student will learn about herbal tea. There are (3) three categories, which are rooibos tea, mate tea and herbal infusions. These teas consist of pure herbs, flowers and fruits.

Unit 6: Tea Blending

The student will learn to blend tea, combining different types of premium teas. Mixing teas in a blend to desired flavors.

Unit 7: Tea House Practice

The student will practice the art of blending and combining teas.

Unit 8: Tea Sommelier Externship

The student will use the knowledge and skills learned in Module A through D with hands-on practice in Barista skills at LaB Coffee & Roaster.

MODULE E

Unit 1: Fundamentals of Baking and Pastry Arts

The student will learn the classic methods and techniques used in the preparation of baked goods, mixing methods and the effect on batters and dough's. The student will read and interpret baking formulas and bakers percentages and the importance of accurate weighing and measuring in baking.

Unit 2: Artisan and Quick Breads

The student will learn the procedures used in the preparation of artisan breads, how to mix, ferment, shape, bake and store breads and how to explain the contrasts between breads and various preparation methods.

Unit 3: Enriched Yeast Dough's

The student will learn how the density of yeast dough changes as it rises in the bread. The difference in enriched bread dough and the additives.

Unit 4: Pies, Tarts and Cheese Cakes

The student will be exposed to mini pies, hand pies and tarts.

Unit 5: Batter Based Cakes

The student will learn how cakes are made from scratch.

Unit 6: Genoese and Sponge Method Cakes

The student will learn about Genoese cake (sponge cake) and the preparation in the batter for volume.

Unit 7: The Art of Decorating and Plating Cakes and Deserts

The student will learn how to plate and decorate deserts.

Unit 8: Egg based Custards, Creams and Sauces

The student will learn the skills of using eggs to make custard, cream and sauces.

Unit 9: French, European and American Classics

The student will learn the difference between classic and fancy pastries.

Unit 10: Cold and Frozen Desserts

The student will see how frozen and cold desserts can be used.

Unit 11: Patisserie Externship

The student will use the knowledge and skills learned in Module A through E with hands-on practice in Barista skills at LaB Coffee & Roaster.

MODULE F

Unit 1: Fundamentals of Chocolate

The student will learn the fundamentals of raw chocolate rolled and glazed with unique recipes, textures and flavors to obtain the desired sweetness level.

Unit 2: Physiology of Chocolate Taste

The student will learn the physiology of dark and light chocolate.

Unit 3: Chocolate Production I

The student will be introduced to light, regular and dark chocolate.

Unit 4: Chocolate Production II

The student will learn the basic formula of chocolate.

Unit 5: Chocolate Production III

The student will learn the formula for moderate chocolate.

Unit 6: Chocolate Production IV

The student will learn the formula to advance chocolate.

Unit 7: Chocolatier Externship

The student will use the knowledge and skills learned in Module A through F with hands-on practice in Barista skills at LaB Coffee & Roasters.

THE COURSE INCLUDES :

Books:

The Professional Barista's Handbook - Scott Rao
All about Coffee - Ukers, William H
God in a Cup - Weissman, Michael
Essence of Coffee Roasting - Coffee Analysis Center
The Coffee Brewing Handbook - Ted R. Lingle
The Coffee Cuppers Handbook - Ted R. Lingle
Tea Sommelier - Oscar Wilde
Le Cordon Bleu - Patisserie and Baking Foundations - Le Cordon Bleu
Le Cordon Bleu - The Chocolate Bible - Le Cordon Bleu

The College owns a Coffee Shop/ Cafe in Los Angeles where the student will participate in their Lab ,at LaB Coffee & Roaster Cafe.

The method of delivery is lecture, lab and return demonstration.

Equipment:

- | | |
|--------------------|------------------|
| * Espresso Machine | * Roaster |
| * Timer | * Scale |
| * Aroma Kit | * Induction |
| * Tea Dripper | * Bakery Oven |
| * Microwave | * Stand Mixer |
| * Grinder | * Blender |
| * Refrigerator | * Coffee Roaster |
| * Induction | |
| * Dripper | |
| * Siphon | |

**** Graduation Requirements for completion: A final test and Final Lab evaluation**
which includes all 69 Units with a passing score of 80 % is required

Course Diploma Awarded

No licensure is needed for employment in the field.

Externship is Included in this program for employment in the field. The externship can be completed at LaB Coffee & Roasters Café.

PROFESSIONAL BARISTA/COFFEE ROASTER PROGRAM

Classes are conducted: 4.5 Hours a day, 2 days a week / 16 Weeks for 217 Total Clock Hours 15.0 Semester Credit Hours.

35-3022, # 35-3021, # 35-3041, # 35-9099, #51-3091, #51-3092, #51-3093, #51-3099

(SOC) Code: 35-2000, 35-9909

40

PROGRAM DESCRIPTION

This 16-week (217 Clock Hours) program is designed to introduce and prepare Students with skills and knowledge as a coffee roaster careers. This program specializes in developing Barista and Coffee Roaster performance and skills.

The student will begin with the basics of work flow management and will cover Ergonomics, health and safety onto hands-on working with the equipment such as grinders, espresso machines and onto the fundamentals of coffee history, hot/cold espresso drinks, signature drinks and latte art.

The student will be trained to create their own signature drinks while mastering latte art. In the menu planning area, the students will understand how to organize a menu based on customer demands and market trends using the signature drinks.

The next step is coffee roasting, blending, cupping using hands on externship in the LaB Coffee & Roasters.

The student will begin with the basics of work flow management and will cover Ergonomics, health and safety onto hands-on working with the equipment such as grinders, espresso machines and onto the fundamentals of coffee history, hot/cold espresso drinks, signature drinks and latte art.

EDUCATIONAL OBJECTIVES:

The primary objective of this program will be to gain the knowledge and skills of a Professional Barista and Professional Coffee Roaster with specialized skills.

OCCUPATIONAL OBJECTIVES:

The program, upon successful completion of all required subjects will be the knowledge and skills used in the Barista occupation as well as specialties in Coffee Roasting.

Module A	Theory Hours	Lab Hours	Externship
----------	--------------	-----------	------------

Unit 1 Specialty Coffee 101	4.5	0	0
Unit 2 Brewing & Extraction 1: Pour-over	1.5	3	0
Unit 3 Brewing & Extraction 1: Other Brewing Methods	1.5	3	0
Unit 4 Espresso Fundamentals	1.5	3	0
Unit 5 Milk Steaming Fundamental	1.5	3	0
Unit 6 Hot Espresso Drinks	1.5	3	0
Unit 7 Cold Espresso Drinks and Alternative Drinks	1.5	3	0
Unit 8 Signature Drinks and Menu Design	1.5	3	0
Unit 9 Latte Art 1	1.5	3	0
Unit 10 Latte Art 2	1.5	3	0
Unit 11 Latte Art 3	1.5	3	0
Unit 12 Brewing Chart	4.5	0	0
Unit 13 Customer Service Essentials	2.5	0	0
Unit 14 Workflow Management & Preventive Mgt.	4.5	0	0
Unit 15 Hygiene, Health & Safety	4.5	0	0
Unit 16 Test for Module A	1.5	1	0
Unit 17 Barista Externship	0	0	45
MODULE TOTAL	37	31	45
Module B Coffee Roaster			
Unit 1 Scentone Aroma Kit & By-pass	4.5	0	0
Unit 2 Intro to Cupping	3.5	1	0
Unit 3 Agricultural Economics	4.5	0	0
Unit 4 Green Bean Defects	1.5	3	0
Unit 5 Introduction to Roasting & Sample Roasting	1.5	3	0
Unit 6 Profile Roasting Practice	1.5	3	0
Unit 7 Roasting Practice 1: Color Matching & Roasting Log	1.5	3	0
Unit 8 Roasting Practice 2: Roasting Pattern (Fast Vs Slow)	1.5	3	0
Unit 9 Roasting Practice 3: Roasting Pattern (Under Vs Baked)	1.5	3	0
Unit 10 Roasting Practice 4: Different Coffee Origin	1.5	3	0
Unit 11 Roasting Practice 5: Roasting for Espresso	1.5	3	0
Unit 12 Defects in Roasting & Blending	1.5	3	0
Unit 13 Field Trip (Roastery or Coffee Farms)	2.5	0	0
Unit 14 Test for Module B	1.5	1	0
Unit 15 Coffee Roaster Externship	0	0	45
MODULE TOTAL	30	29	45
PROGRAM TOTALS	67	60	90

Module A

Unit 1: Specialty Coffee 101

The student will learn concept of specialty coffee as well as differences compared to commercial coffee.

Unit 2: Brewing & Extraction 1: Pour-over

The student will learn concept of extraction and how to brew coffee with different drippers.

Unit 3: Brewing & Extraction 2: Other Brewing Method

The student will learn how to utilize different kinds of brewing methods such as siphon, Aeropress, French Press and Cold Brew.

Unit 4: Espresso Fundamental

The student will learn the perfect espresso. This is the heart of each of the coffees made on the espresso machine. Gaining the knowledge is crucial to the success of all other drinks. Enhancing other espresso drinks on the menu.

Unit 5: Milk Steaming Fundamental

The student will understand the components of milk and its production process. The evaluation of milk foams and techniques to consistently produce high quality micro foam. Learning foaming milk for drinks such as cappuccino foam and steaming milk for drinks such as lattes.

Unit 6: Hot Espresso Drinks

The student will learn the difference and be proficient in serving the following drinks to include a few: Cappuccino, Caffe Latte, Caffe Mocha, Caffe Americano.

Unit 7: Cold Espresso Drinks and Alternative Drinks

The student will learn the difference and be proficient in serving the following drinks to include a few: Frappe, Blast, Iced Caffe Mocha.

Unit 8: Signature Drinks & Menu Design

The student will learn the difference and be proficient in serving the following drinks : Espresso: Espresso Ristretto, Espresso Lungo, Double Shot Espresso, Doppio (double strength espresso), Espresso Con Panna, Espresso Machiato, Espresso Correto, Espresso Mocha, Espresso Macchiato Fiord latté.

Unit 9: Latte Art I (Heart)

The student will work with Latte drinks in learning basic art designs.

Unit 10: Latte Art II (Line Heart, Tulip)

The student will work with Latte drinks in a more extensive fashion in the design of Latte Art.

Unit 11: Latte Art III (Rosetta)

The student will work with Latte drinks in a more extensive fashion in the design of Latte Art.

Unit 12: Brewing Chart

The student will work with AST meter and will learn how to apply the concept to real business.

Unit 13: Customer Service

The student will understand the importance of hygiene to include clean uniforms and aprons, appropriate hair styles, hand washing and personal hygiene. The student will understand personal presentation, good communication skills, and good customer service etiquette.

Unit 14: Workspace Management & Preventive Management

The student will learn the importance of maintaining and hygienic and organized workspace.

Emphasis is placed on the understanding of regular cleaning of the grinder and espresso machine, keeping the steam wand clean. Cleans the bean hopper, empties the closer chamber and brushes out all excess ground coffee beans.

Unit 15: Hygiene, Health and Safety:

The student will learn the basic understanding of the local laws that apply to safety and hygiene when using espresso equipment and cleaning chemicals. The student will minimize the risks related to safety and hygiene according to local laws.

Unit 16: Test for Module A

Student will take practical exam and written exam for Module A.

Unit 17: Barista Externship

The student will use the knowledge and skills of Barista learned in Module A with hands-on practice in Barista skills at LaB Coffee & Roaster.

MODLE B

Unit 1: Scentone Aroma Kit and By-Pass

The student will learn how to describe coffee flavor in objective way by using Scentone Aroma Kit & By-pass Method.

Unit 2: Intro to Cupping

The student will be introduced to standard method of evaluating the coffee flavors. They will learn SCA cupping protocols and cupping sheet.

Unit 3: Agriculture Economics

The student will learn economical aspect of coffee farms and how to determine coffee price.

Unit 4: Green Bean Defects

The student will be introduced and learn the different types of green beans and defects.

Unit 5: Introducing to Roasting Concept & Sample Roasting

The student will be introduced to coffee roasting. The formula and how to forecast roasting.

Unit 6: Roasting Profile Practice

The student will learn how to build roast profile and understand different coffee flavors through different profile.

Unit 7: Roasting Practice I

The student will learn how to use Agtron tile for color comparison and making roasting log.

Unit 8: Roasting Practice II

The student will learn differences between STHT and LTLH roasting.

Unit 9: Roasting Practice III

The student will learn the process of the second crack of the full city and baked roasting.

Unit 10: Roasting Practice IV

The student will learn cup features of different coffee origins and find optimal profile for the coffee origins.

Unit 11: Roasting Practice V

The student will learn how the charred taste is the French roast level.

Unit 12: Defects in Roasted Coffee and Coffee Blending

The student will learn quality control and the blending to evolve the different flavors.

Unit 13: Field Trip to Roastery or Coffee Farms

The student will be visiting to a local coffee roastery or coffee farms and will have conversation with roasting masters for inventory management.

Unit 14: Test for Module B

Student will take practical exam and written exam for Module B.

Unit 15: Coffee Roaster Externship

The student will use the knowledge and skills learned in Module A and B with hands-on practice in Barista skills at LaB Coffee & Roasters.

The College owns a Coffee Shop/ Cafe in Los Angeles where the student will participate in their Externship.

THE COURSE INCLUDES :

Books:

The Professional Barista's Handbook - Scott Rao
All about Coffee - Ukers, William H
God in a Cup - Weissman, Michael
Essence of Coffee Roasting - Coffee Analysis Center

The method of delivery is lecture, lab and return demonstration.

Equipment:

- * Espresso Machine
- * Timer
- * Aroma Kit
- * Tea Dripper
- * Microwave
- * Grinder
- * Espresso Machine

- * Roaster
- * Scale
- * Induction
- * Bakery Oven
- * Stand Mixer
- * Blender

.

**** Graduation Requirements for completion: A final test and Final Lab evaluation** which includes all 29 Units with a passing score of 80 % is required

Course Diploma Awarded

No licensure is needed for employment in the field.

Externship is Included in this program for employment in the field. The externship can be completed at LaB Coffee & Roaster Cafe

PROFESSIONAL CUPPER / TEA SOMMELIER PROGRAM

Classes are conducted: 4 Hours a day, 5 days a week / 9 Weeks for 171 Total Clock Hours 11.04 Semester Credit Hours.

#35-3022, #35-3021, #35-3041, #35-9099

40

(SOC) Codes 35-3000

PROGRAM DESCRIPTION:

This 9-week (171 Clock Hours) program is designed to introduce and prepare Students with skills and knowledge in Cupper/Tea Sommelier careers.

The students will learn how to use the sensory skills in evaluating coffee regarding Fragrance, Aroma, Body, Acidity, Flavor and Balance.

In tea Sommelier part, the student will learn about various teas by origin and how to use the olfactory skill to sense the smell of the teas while the class covers how to brew tea per tea type. Also, the student will learn differences in green teas, black tea, white tea, oolong tea and herbal tea. Following, students will combine different categories of tea to create their own blend that would satisfy customers with desired flavors. Then, externship opportunity will be provided in LaB Coffee & Roasters to apply the earned knowledge and skills in real business interactions.

EDUCATIONAL OBJECTIVES:

The primary objective of this program will be to gain the knowledge and skills of a Professional Barista, with specialized skills in the following area: Cupper, Tea Sommelier.

OCCUPATIONAL OBJECTIVES:

The program, upon successful completion of all required subjects will help the students to gain necessary knowledge and skills of advance-level Cupper and Tea Sommelier. Also, the student will have self-confidence in the field of cupping and tea blending.

Module A Cupper	Theory Hours	Lab Hours	Externship
Unit 1 Cupping 101	3	2	0
Unit 2 Green Bean Grading	2	2	0
Unit 3 Sensory	2	2	0
Unit 4 Olfactory Skill	2	2	0
Unit 5 Organic Matching Pairs	2	2	0
Unit 6 Triangulation	2	2	0
Unit 7 Roasted Sample Identification	2	1	0

Unit 8 Cupping I	2	2	0
Unit 9 Cupping II	2	2	0
Unit 10 Cupping III	2	2	0
Unit 11 Cupping IV	2	2	0
Unit 12 Cupping V	2	2	0
Unit 13 Defect Cupping	2	2	0
Unit 14 Cupper Externship	0	0	45
MODULE TOTAL	27	25	45
Module B Tea Sommelier			
Unit 1 Tea 101	3	0	0
Unit 2 Olfactory Tea Cupping and Tasting	2	2	00
Unit 3 Black Tea Cupping and Tasting	2	2	0
Unit 4 Green Tea Cupping and Tasting	2	2	0
Unit 5 Herbal Tea Cupping and Tasting	2	2	0
Unit 6 Tea Blending	2	2	0
Unit 7 Tea House Practice	0	6	0
Unit 8 Tea Sommelier Externship	0	0	45
MODULE TOTAL	13	16	45
PROGRAM TOTALS	40	41	90

MODULE A

UNIT 1: Cupping 101

The student will learn how cupping is a social event. The student will taste different roasted beans and discuss their taste and likes and dislikes, and the differences with each tasting.

Unit 2: Green Bean Grading

The student will learn, as a beginner to rate the bean according to a grading scale.

Unit 3 : Sensory

The student will use their **TASTE** sensory to learn the palate-pleasing effects of the freshly roasted coffee beans.

Unit 4: Olfactory Skill

The student will use their **SMELL** sensory and learn how cupping is the extreme sport of coffee tasting. This is a sensory evaluation.

Unit 5: Organic Matching

The student will be introduced to each of the six primary acid components of coffee and asked to match brewed cups of coffee containing acids.

Unit 6: Triangulation

The student will be exposed to a triangulation exercise, a common exercise for professional cuppers, and is necessary to achieve q-grader status.

Unit 7: Roasted Sample Identification

The student will learn how to sample roast identification of ideal roast for coffee cupping using only the sense of taste and smell.

Unit 8: Cupping I

The student will be able to describe the pleasing, brightness or sharpness in the coffee.

Unit 9: Cupping II

The student will learn the referred to **MOUTH FEEL**. The body is the sense of weight or heaviness that the coffee exerts in the mouth.

Unit 10: Cupping III

The student will learn the **SWEETNESS** which separates the great from the good.

Unit 11: Cupping IV

The student will learn the first impressions are powerful. It is the last impression that has the most impact. With coffee the **FINISH** (aftertaste) is of great importance to the overall quality of the tasting experience.

Unit 12: Cupping V

The student will learn **FLAVOR is** the catch all for the actual taste the coffee give us.

Unit 13: Defect Cupping

The student will learn the BITTERNESS is a defective bean

Unit 14: Cupping Externship

The student will use the knowledge and skills learned in Module A with hands-on practice in Barista skills at LaB Coffee & Roaster.

MODULE B

Unit 1: Tea 101

The student will learn the various types of teas.

Unit 2: Olfactory Tea Cupping

The student will learn how to use the olfactory nerve known as the first cranial nerve, that carries the sensory information for the sense of **SMELL**.

Unit 3: Black Tea Cupping and Tasting

The student will learn about the tea bags and the black tea bag which is the most common for dipping bags for a beverage of hot tea.

Unit 4: Green Tea Cupping and Tasting

The student will learn about green tea which is the most popular type of tea. It is the beverage of choice in Asia. The differences in the green tea that are scented with flowers or mixed with fruits to create the aromas.

Unit 5: Herbal Tea Cupping

The student will learn about herbal tea. There are (3) three categories, which are rooibos tea, mate tea and herbal infusions. These teas consist of pure herbs, flowers and fruits.

Unit 6: Tea Blending

The student will learn to blend tea, combining different types of premium teas. Mixing teas in a blend to desired flavors.

Unit 7: Tea House Practice

The student will practice the art of blending and combining teas.

Unit 8: Tea Sommelier Externship

The student will use the knowledge and skills learned in Module A and B with hands-on practice in Barista skills at LaB Coffee & Roasters.

The College owns a Coffee Shop/ Cafe in Los Angeles where the student will participate in their Internship.

THE COURSE INCLUDES :

Books:

The Coffee Cupper's Handbook
The Coffee Brewing Handbook

Tea Sommelier

Equipment:

- * Grinder
- * Aroma kit
- * Hot Water Kettle
- * Induction
- * Siphon
- * Timer
- * Tea Dripper

The method of delivery is lecture, lab and return demonstration.

**** Graduation Requirements for completion: A final test and Final Lab evaluation** which includes all 22 Units with a passing score of 80 % is required

Course Diploma Awarded

No licensure is needed for employment in the field.

Externship is Included in this program for employment in the field. The externship can be completed at LaB Coffee & Roaster Café

A license is not required.

PROFESSIONAL PATISSERIE/ CHOCOLATIER PROGRAM

Classes are conducted: 4 Hours a day, 5 days a week / 8 Weeks for 162 Total Clock Hours 10.8 Semester Credit Hours. #51-3011, #35-1011

40

(SOC) Code: 35-3040

PROGRAM DESCRIPTION:

This 8-week (162 Clock Hours) program is designed to introduce and prepare Students with skills and knowledge in Patisserie and Chocolatier careers.

The student will begin with the classic methods and techniques used in the preparation of baked goods, mixing methods and the effect on batters and dough.

The student will read and interpret baking formulas and bakers percentages and the importance of accurate weighing and measuring in baking.

The student will produce desserts hands-on in the LaB Coffee Roasters for presentation and flavor producing recipes used in the art of pastries.

he next step is coffee roasting, blending, cupping using hands on extern in the LaB Coffee & Roasters.

EDUCATIONAL OBJECTIVES

The primary objective of this program will be to gain the knowledge and skills of a Patisserie and Chocolatier.

OCCUPATIONAL OBJECTIVES:

The program, upon successful completion of all required subjects will be the knowledge and skills used in a Patisserie and chocolatier occupation.

Module A Patisserie	Theory Hours	Lab Hours	Externship
Unit 1 Fundamentals of Baking and Pastry Arts	5	3	0
Unit 2 Artisan and Quick Breads	3	2	0
Unit 3 Enriched Yeast Dough's	3	2	0
Unit 4 Pies, tarts and Cheese Cakes	3	2	0
Unit 5 Batter Based Cakes	3	2	0

Unit 6 Genoise and Sponge Method Cakes	3	2	0
Unit 7 The Art of Decorating and Plating Cakes and Deserts	3	2	0
Unit 8 Egg based Custards, Creams and Sauces	3	2	0
Unit 9 French, European and American Classics	3	2	0
Unit 10 Cold and Frozen Desserts	3	2	0
Unit 11 Patisserie Externship	0	0	45
MODULE TOTAL	32	21	45
Module B Chocolatier	Theory Hours	Lab Hours	Externship
Unit 1 Fundamentals of Chocolate	3	0	0
Unit 2 physiology of Chocolate Taste	2	2	0
Unit 3 Chocolate Production I	1	2	0
Unit 4 Chocolate Production II	1	2	0
Unit 5 Chocolate Production III	1	2	0
Unit 6 Chocolate Production IV	1	2	0
Unit 7 Chocolatier Externship	0	0	45
Module Total	9	10	45
PROGRAM TOTALS	41	31	90

MODULE A

Unit 1: Fundamentals of Baking and Pastry Arts

The student will learn the classic methods and techniques used in the preparation of baked goods, mixing methods and the effect on batters and dough's. The student will read and interpret baking formulas and bakers percentages and the importance of accurate weighing and measuring in baking.

Unit 2: Artisan and Quick Breads

The student will learn the procedures used in the preparation of artisan breads, how to mix, ferment, shape, bake and store breads and how to explain the contrasts between breads and various preparation methods.

Unit 3: Enriched Yeast Dough's

The student will learn how the density of yeast dough changes as it rises in the bread. The difference in enriched bread dough and the additives.

Unit 4: Pies, Tarts and Cheese Cakes

The student will be exposed to mini pies, hand pies and tarts.

Unit 5: Batter Based Cakes

The student will learn how cakes are made from scratch.

Unit 6: Genoise and Sponge Method Cakes

The student will learn about Genoese cake (sponge cake) and the preparation in the batter for volume.

Unit 7: The Art of Decorating and Plating Cakes and Deserts

The student will learn how to plate and decorate deserts.

Unit 8: Egg based Custards, Creams and Sauces

The student will learn the skills of using eggs to make custard, cream and sauces.

Unit 9: French, European and American Classics

The student will learn the difference between classic and fancy pastries.

Unit 10: Cold and Frozen Desserts

The student will see how frozen and cold desserts can be used.

Unit 11: Patisserie Externship

The student will use the knowledge and skills learned in Module A with hands-on practice in a Barista setting at LaB Coffee & Roasters working with Pastries.

MODULE B

Unit 1: Fundamentals of Chocolate

The student will learn the fundamentals of raw chocolate rolled and glazed with unique recipes, textures and flavors to obtain the desired sweetness level.

Unit 2: Physiology of Chocolate Taste

The student will learn the physiology of dark and light chocolate.

Unit 3: Chocolate Production I

The student will be introduced to light, regular and dark chocolate.

Unit 4: Chocolate Production II

The student will learn the basic formula of chocolate.

Unit 5: Chocolate Production III

The student will learn the formula for moderate chocolate.

Unit 6: Chocolate Production IV

The student will learn the formula to advance chocolate.

Unit 7: Chocolatier Externship

The student will use the knowledge and skills learned in Module A and B with hands-on practice in Barista skills at LaB Coffee & Roasters.

The College owns a Coffee Shop/ Cafe in Los Angeles where the student will participate in their Lab

THE COURSE INCLUDES :

Books:

Le Cordon Bleu - Patisserie and Baking Foundations - La Cordon Bleu
Le Cordon Bleu - The Chocolate Bible- Le Cordon Bleu

The method of delivery is lecture, lab and return demonstration

Equipment:

- * Bakery Oven
- * Induction
- * Microwave
- *Stand Mixer

**** Graduation Requirements for completion: A final test and Final Lab evaluation** which includes all 18 Units with a passing score of 80 % is required

Course Diploma Awarded

Externship is Included in this program for employment in the field. The externship can be completed at LaB Coffee & Roasters.

No licensure is needed for employment in the field.



www.shutterstock.com • 1275188902

HOSPITALITY /EVENT MANAGEMENT PROGRAM

Classes are conducted: 4 Hours a day, 5 days a week / 13 Weeks for 262 Total Clock Hours 17.4 Semester Credit Hours. # 13-1121 **# 40**

(SOC) Codes: 13-1120

PROGRAM DESCRIPTION:

This 13-week (262 Clock Hours) program is designed to introduce and prepare Students with skills and knowledge Hospitality/Event management.

The student will learn concepts in planning meetings, conventions and events using checklists and resources in planning meetings using Hotel staff. The student will have an overview of hotel and lodging operations and menu planning. It will cover following areas; Event design, room set-up, event flow, entertainment, food and beverage options, and communication with the customers they serve.

The student will learn the impact of hospitality and tourism from an environmental and social perspective and analyze how travelers select vacation destinations.

The student will learn fundamentals to supervision of personnel and how those fundamentals lead to great customer service.

The student will use their customer service skills through situations and group discussions to allow the student to understand the importance of critical thinking in the industry of management and event planning.

THE EDUCATIONAL OBJECTIVES

The objectives of this program is to gain the knowledge and skills of a career in the hospitality and event planning industry with emphasis on customer service and management.

OCCUPATIONAL OBJECTIVES:

The program will allow the graduate to work in a position as an event planner, convention and event manager in the hospitality industry.

The graduate can be employed as a supervisor in planning events, menus and organizing groups in hotel meetings, and supervising staff and hospitality services.

MODULE	Theory Hours
100 Introduction to the hospitality Industry	20
101 Fundamentals of meeting, convention and event management	30
102 Hotel Operations Management	20
103 Special Event Management	30
104 Introduction to travel and tourism	30
105 Managing Staff & Service in Hospitality	30
106 Hospitality sales and marketing	30
107 Understanding Hospitality Law	12
108 Customer Service	60
MODULE TOTAL	262

Module A

Module 100: Introduction to the Hospitality Industry

The student will learn the overview of hotel and food service management.

Module 101: Fundamentals of Meetings, Convention and Event Management

The student will address basic meeting, convention and event concepts and knowledge to assist in planning meetings. This course provides important checklists and resources, and the vocabulary necessary to succeed in meeting planning. It is a must for anyone planning on entering the meeting management or event management professional.

Module 102: Hotel Operations Management

The student will have an overview of hotel and lodging operations. with a focus on meeting and menu planning.

Module 103: Special Event Management

The student will learn major trends and successful business practices in event management,

such as event design basics, room set-up, event flow, entertainment , food and beverage options, and communication. Students will be armed with tools to improve their effectiveness, success and profitability as an event manager.

Module 104: Introduction to travel and tourism

The student will learn the historical development of travel and tourism and how tourism planning and regulations affect the travel and hospitality industry. The student will learn the impact of hospitality and tourism from an environmental and social perspective. The student will analyze why people travel and how they select vacation destinations.

Module 105: Managing Staff & Service in Hospitality

The student will be introduced to the fundamentals of supervision of personnel in the hospitality industry and how those fundamentals lead to great customer service. Students will learn to view both the staff and patrons as internal and external "customers" focusing on the triangular communicative relationship between employers, employees and guests.

Module 106: Hospitality sales and marketing

The student will learn the marketing principles for the hospitality industry, marketing, advertising and public relations.

Module 107: Understanding Hospitality Law

The student will study the laws and regulations concerning the hospitality, hotel management, and managing staff.

The student will study the laws and regulations concerning the hospitality, hotel management,

Module 108: Customer Service

The student will learn comprehensive coverage of topics taught in hospitality services management and an array of realistic operational and managerial situations and cases that students are bound to find on being hired by hospitality companies. Through case student investigation, group discussion, and practical learning experiences students will engage in critical thinking and problem solving to shift from scholastic mode into supervisory and managerial roles in the hospitality industry.

COURSE INCLUDES :

Books:

Strategic Management in the Hospitality Industry - Olsen, Michael D.
Event Management and Event Tourism - Getz, Donald

Equipment:

- * Computer
- * Printer
- * Internet

The method of delivery is lecture, Group projects.

**** Graduation Requirements for completion: A final test which includes all 9 Units with a passing score of 80 % is required**

Course Diploma Awarded

No licensure is needed for employment in the field.

No extern is needed for employment in the field.

An English-as-a-second-language test is administered to the student. The test that is used is part of the ESL program through NORTH STAR.

The ESL Instructor will also have an interview and assessment with the student prior to enrollment to determine where the level of placement is most effective for the student success within the 200-hour program.

The maximum number of students in a classroom and laboratory is 1 instructor to 10 students

ENGLISH AS A SECOND LANGUAGE PROGRAM

BEGINNING ESL

200 HOURS / 10 WEEKS

PROGRAM DESCRIPTION:

This 10 Week course (200 **Clock Hour**) is designed for students whose primary language is other than English. This course will provide non-English speaking or limited English proficient students with effective communication skills in English on a beginning basis.

EDUCATIONAL OBJECTIVES:

The primary objective of this program is to offer students the beginning skills in English language in the areas of listening, speaking, reading and writing skills. This beginning course also will cover the values, customs, social skills and general aspects used in the United States.

OCCUPATIONAL OBJECTIVES:

This program, upon successful completion of the required subjects will be familiar with skills used to master beginning English and prepare the student to continue with satisfactory placement scores to the next phase of English as a second language, Intermediate English as a second language program.

This communicative course in English uses audio and visual learning process to establish the foundation of each of the ESL Level modules. A lab is required with classroom activities both at the conversational and writing level. The lab assists each course level with weekly homework assignments and quiz preparations that are evaluated per the learning skills taught in the ESL beginning course.

There are no prerequisites required for level 1, however the student is required to take a placement test. General education requirements are not assessed or required, since language learning is the primary focus for the English as a Second Language Program level 1 (ESL).

A completion certificate is awarded to the students for this program.

WEEK	Module I	Hours
	North Star 1 Reading and Writing / Listening and Speaking	

1	The Friendship Page / Faraway Friends	20
2	What Will I Wear? / Recycled Fashion	20
3	Art for Everyone / Rap Music	20
4	What's It Worth to You? / Something Valuable	20
5	Strength in Numbers / Together Is Better	20
	Module II	
1	Going Out of Business? / Thinking Young: Creativity in Business	20
2	Flying High and Low / Planting Trees for Peace	20
3	Are We There Yet? / Driving You Crazy	20
4	Full House / Only Child – Lonely Child	20
5	How Young is Too Young? / The Beautiful Game	20
	TOTAL	200

Maximum number of students in a classroom and laboratory is 1 instructor to 10 students.

THE COURSE INCLUDES:

Books: North Star ESL System for ESL Beginning Student

Equipment:

- * Computer with windows 2011 software
- * Printer
- * Videos and CD's for movies, documentary films and examples of family life and experiences in the United States culture
- * Internet

The method of delivery is lecture, Group projects.

A Completion of Certificate is awarded to the student for this program.

No licensure is needed as this program does not lead to employment.

No extern is needed as this program does not lead to employment.

ENGLISH AS A SECOND LANGUAGE PROGRAM

INTERMEDIATE

200 HOURS / 10 WEEKS

PROGRAM DESCRIPTION:

This 10 Weeks course (200 Clock Hour) is a continuation of Basic ESL and develops intermediate-level English skills in listening, speaking, reading, and writing. Activities emphasize oral and written communication as they apply to interpersonal communication and academic areas.

EDUCATIONAL OBJECTIVES:

The primary objective of this program is to offer students the intermediate skills in English language in the areas of listening, speaking, reading and writing skills. This intermediate course also will continue to cover the reading, writing and oral communications of the English language.

OCCUPATIONAL OBJECTIVES:

The program, upon successful completion of the required subjects will continue to familiarize the student with intermediate skills used to continue intermediate English and continue the skills to satisfactory placement scores in the next phase of English as a second language to the Advanced English as a second language program.

This communicative course in English uses audio and visual learning process to establish the foundation of each of the ESL Level modules. A lab is required with classroom activities both at the conversational and writing level. The lab assists each course level with weekly homework assignments and quiz preparations that are evaluated per the learning skills taught in the ESL beginning course.

There is a placement test given to the student to enter the Intermediate English as a second language course. This Intermediate level of English-as-a-second language is designed to provide non-native English-speaking students with intermediate language skills necessary to become confident in a more advanced level of vocabulary, conversation strategies, grammar, listening, reading and writing the English language.

WEEK	Module I	Hours
	North Star 3 Reading and Writing / Listening and Speaking	
1	The World of Advertising / Advertising on the Air	20
2	Fraud / Identity Theft	20
3	Going to Extremes: Sports and Obsession / Endurance Test	20
4	Speaking of Gender / Separated by the Same Language	20
5	Ecotourism / Culture and Commerce	20

	Module II	
1	The Metamorphosis / The Art of Storytelling	20
2	The Choice to Be Amish / Voluntary Simplicity	20
3	Finding a Spouse / Before You Say “I Do”	20
4	Is Our Climate Changing? Personal Carbon Footprint	20
5	Crime and Punishment / To Spank or Not Spank?	20
	TOTAL	200

Maximum number of students in a classroom and laboratory is 1 instructor to 10 students.

THE COURSE INCLUDES :

Books: North Star ESL System for ESL Intermediate Student

Equipment:

- * Computer with windows 2011 software
- * Printer
- * Videos and CD's for movies, documentary films and examples of family life and experiences in the United States culture
- * Internet

The method of delivery is lecture, Group projects.

∴ A Completion of Certificate is awarded to the student for this program.

No licensure is needed as this program does not lead to employment

No extern is needed as this program does not lead to employment

ENGLISH AS A SECOND LANGUAGE PROGRAM

ADVANCED ESL

200 HOURS / 10 WEEKS

PROGRAM DESCRIPTION:

This 10 Weeks course (200 Clock Hour) course is designed to help students develop high intermediate to low advanced oral fluency and accuracy. The core program emphasizes listening, speaking and reading and also continues with the writing and grammar skills on a more advanced level. The modules focus on specialized language skills and cultural content.

EDUCATIONAL OBJECTIVES:

The primary objective of this program is to offer students the advanced skills in English language in the areas of listening, speaking, reading and writing skills. This advanced course also will continue to cover the reading, writing and oral communications of the English language.

OCCUPATIONAL OBJECTIVES:

The program, upon successful completion of the required subjects will continue to familiarize the student with advanced skills used to progress to a higher level of the English language. A communicative course in English uses audio and visual learning process to establish the foundation of each of the ESL Level modules. A lab is required with classroom activities both at the conversational and writing level. The lab assists each course level with weekly homework assignments and quiz preparations that are evaluated per the learning skills taught in the ESL beginning course.

There is a placement test given to the student to enter the advanced English as a second language course. This advanced level of English-as-a-second language is designed to provide non-native English-speaking students with advanced language skills necessary to use the advanced skills with vocabulary, conversation strategies, grammar, listening, reading and writing of the English language.

Module No	Module I	Hours
	North Star 5 Reading and Writing / Listening and Speaking	
1	Mickey's Team / The Internet and Other Addictions	20
2	Lies and Truth / Honesty is the Best Policy	20
3	The Road to Success / The Bold and the Bashful	20
4	Silent Spring / The Tipping Point	20

5	What Is Lost in Translation?/Feng Shui: Ancient Wisdom Travels West	20
	Module II	
1	The Landscape of Faith / Spiritual Renewal	20
2	In Business, Size Matters / Work Place Privacy	20
3	When the Soldier Is a Woman / Warriors without Weapons	20
4	The Cellist of Sarajevo / Boosting Brain Power through the Arts	20
5	The End of Poverty / Microfinance: Changing Lives \$50 at a Time	20
	TOTAL	200

Maximum number of students in a classroom and laboratory is 1 instructor to 10 students.

THE COURSE INCLUDES :

Books: North Star ESL System for ESL Advanced Student

Equipment:

- * Computer with windows 2011 software
- * Printer
- * Videos and CD's for movies, documentary films and examples of family life and experiences in the United States culture
- * Internet

The method of delivery is lecture, , Group projects

A Completion of Certificate is awarded to the student for this program.

No licensure is needed, as this program does not lead to employment

No extern is needed, as this program does not lead to employment

SCHEDULE OF TUITION AND FEES**# 24**

Name of Program	Clock Hours	Registration Fee (non-refundable)	Books	Tuition	Estimated Schedule of Total Charges	Total Charges for a Period of Attendance	Total Chargers for the Entire Educational Program
Professional Cafe Drink and Dessert Specialist Program	549	\$100.00	\$400.00	\$7,000.00	7,500.00	7,500.00	7,500.00
Professional Barista/Coffee Roaster Program	217	\$100.00	\$100.00	\$2,100.00	2,300.00	2,300.00	2,300.00
Professional Cupper/Tea Sommelier Program	171	\$100.00	\$100.00	\$2,100.00	2,300.00	2,300.00	2,300.00
Professional Patisserie/Chocolatier Program	162	\$100.00	\$130.00	\$2,270.00	2,500.00	2,500.00	2,500.00
Hospitality /Event Management Program	262	\$100.00	\$90.00	\$2,410.00	2,600.00	2,600.00	2,600.00
Basic Barista Workshop	18	\$100.00	\$70.00	\$730.00	900.00	900.00	900.00
Basic Roaster Workshop	18	\$ 100.00	\$ 70.00	\$730.00	900.00	900.00	900.00
ESL Beginning	200	\$100.00	\$150.00 Books and Tests	\$750.00	\$1,000.00	\$1,000.00	1,000.00
ESL Intermediate	200	\$100.00	\$150.00 Books and Tests	\$750.00	\$1,000.00	\$1,000.00	1,000.00
ESL Advanced	200	\$100.00	\$150.00 Books and Tests	\$750.00	\$1,000.00	\$1,000.00	1,000.00

THE CHARGES INDICATING THE PERIOD OF ATTENDANCE IS THE SAME AS THE ENTIRE EDUCATIONAL PROGRAM

REFUND TABLE**# 24**

Name of Program	Clock Hours	Tuition Fee	10%	25%	50%	60%
Basic Barista Workshop	18	\$ 900.00	\$ 90.00	\$ 225.00	\$ 450.00	\$ 540.00
Basic Roaster Workshop	18	\$ 900.00	\$ 900.90	\$ 225.00	\$ 450.00	\$ 540.00
Professional Café Drink and Dessert Specialist Program	549	\$ 7500.00	\$ 750.00	\$ 1,875.00	\$ 3,750.00	\$ 4,500.00
Professional Barista/Coffee Program	217	\$ 2,300.00	\$ 230.00	\$ 575.00	\$ 1,150.00	\$1,380.00
Professional Cupper/Tea Sommelier Program	171	\$ 2,300.00	\$ 230.00	\$ 575.00	\$1,150.00	\$ 1.380.00
Professional Patisserie/Chocolatier Program	162	\$ 2,500.00	\$ 250.00	\$ 625.00	\$ 1,250.00	\$1,500.00
Hospitality/Event Management Program	262	\$ 2,600.00	\$ 260.00	\$1,250.00	\$1,500.00	\$1,800.00
English as a second language Beginning	200	\$ 1,000.00	\$ 100.00	\$ 250.00	\$ 500.00	\$ 600.00
English as a second language Intermediate	200	\$ 1,000.00	\$100.00	\$ 250.00	\$5 00.00	\$ 600.00
English as a second language Advanced	200	\$ 1,000.00	\$ 100.00	\$ 250.00	\$ 500.00	\$ 600.00

LABA College DOES NOT participate in federal financial aid programs.

28, # 30

LABA COLLEGE DOES NOT PARTICIPATE IN FEDERAL OR STATE FINANCIAL AID

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

NOTICE OF CANCELLATION

26

LABA College

FIRST DAY OF CLASS

"YOU MAY CANCEL YOUR CONTRACT FOR ENROLLMENT (AGREEMENT) AND OBTAIN A 100% REFUND OF CHARGES PAID THROUGH ATTENDANCE AT THE FIRST-CLASS SESSION OR THE SEVENTH DAY AFTER ENROLLMENT, WHICHEVER IS LATER AS DESCRIBED IN THE NOTICE OF CANCELLATION FORM.

TO CANCEL THE CONTRACT FOR SCHOOL, MAIL OR DELIVER A SIGNED AND DATED COPY OF THIS CANCELLATION NOTICE OR ANY OTHER WRITTEN NOTICE TO:

LABA College
420 N. Western Avenue Ste. # 4/5.
Los Angeles, Ca. 90004

NOT LATER THAN _____

MIDNIGHT OF ATTENDANCE AT THE FIRST-CLASS SESSION OR
THE SEVENTH DAY AFTER ENROLLMENT, WHICHEVER IS LATER ,

I CANCEL CONTRACT FOR SCHOOL, _____
DATE

STUDENT SIGNATURE

(SIGNATURE IN THIS AREA REPRESENTS CANCELLATION OF CONTRACT)

IF YOU HAVE ANY COMPLAINTS, QUESTIONS, OR PROBLEMS WHICH YOU CANNOT WORK
OUT WITH THE SCHOOL, WRITE OR CALL:

BUREAU FOR PRIVATE POSTSECONDARY VOCATIONAL EDUCATION
1747 NORTH MARKET BLVD, SUITE 225
SACRAMENTO, CALIFORNIA 95834
916-431-6959 FAX (916) 263-1897

I, _____ BY SIGNING ON THE LINE BELOW, I AM ONLY STATING MY
UNDERSTANDING OF THE

CONTENTS IN THIS FORM NOT CANCELLING MY ENROLLMENT CONTRACT.

STUDENT SIGNATURE

DATE

(SIGNATURE IN THIS AREA DOES NOT REPRESENT THE CANCELLATION OF CONTRACT)

LABA COLLEGE

I have received a copy of the Catalog which contain the rules, regulations, course completion requirements, and costs for the specific course in which I have enrolled and the School Fact Performance Sheet prior to my enrollment.

Print Name: _____

Signature: _____

Date: _____