**Chef John Folse Culinary Institute**

Department of Culinary Arts

***Fall Semester 2019***

***250 XT / XR SYLLABUS***

***Introduction to Baking and Pastries***

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Department of Culinary Arts

P. O. Box 2099

Thibodaux, LA 70310

117 Ledet Hall

985-493-2700

**Course:**  CULA 250- Baking, Ledet 128

Section XT, Tuesday 12:30-4:30 PM (CRN 11075)

Section XR, Thursday 12:30-4:30 PM (CRN 11076)

**Bulletin Description:** **CULA 250. Baking.** 2-1-3. Prerequisite:   MATH 101 or 117. Co-registration required in CULA 230. Basic principles of preparation and presentation of various traditional yeast and quick breads, pies, cakes, and other desserts, and their applications. Chemical and physical factors in baking. (12.0503)

**Course Description:** Theory and application of the preparation and presentation principles of various traditional baking techniques with a focus on the chemical and physical factors of baking in a kitchen

**Placement in Curriculum** A sophomore level course taken as part of the 3rd culinary block

**Prerequisites:**  MATH 101 or 117

**Co-requisites:**   CULA 230

**Credit Hour Allocation:**  2-1-3 credit hours (2 credit hours; 1 lecture hour and 3 laboratory hours per week)

**Faculty:**

Chef Tammy Rink, Instructor

Office: 110 Ledet Hall

Phone: (985) 493-2707

E-mail: [tammy.rink@nicholls.edu](mailto:tammy.rink@nicholls.edu)



**OFFICE HOURS:** **appointments are recommended**

Office hours are posted in the student lounge and on class Moodle page. Be certain to review these hours, as they will differ among instructors related to varying course assignments. Class meeting days, hours, classroom/lab locations will be included in the course overview/calendar.

**Course Student Learning Outcomes:**

**Upon completion of this course the student will be able to:**

1. Describe ingredients’ characteristics, control factors, effects of temperature, and necessary steps, needed to produce food items in bakery.
2. Demonstrate application of various traditional baking techniques and proper usage of tools and sanitation in bakery kitchen.
3. Calculate recipe conversion and baking ratios
4. Demonstrate appropriate food safety and sanitation techniques, and proficient knife skills.

**Core Competencies**

1. Produce the following baked items: Yeast doughs, quick breads, cakes, pies, cookies, icings, syrups, and dessert sauces.
2. List and describe the 12 steps used in the production of yeast dough products.
3. Produce a simple plated dessert based on products produced in class.

**Required Textbooks:**  An Open Educational Resource is available on Moodle, and the following link: *Introduction to Baking and Pastries*: <https://louis.oercommons.org/editor/documents/42>. No textbook purchase required.

**Other Required Media, Tools and Uniform:** Complete uniform as stated in policy below & school approved knife kit.

**Prerequisite Knowledge & Skills:** The student is responsible for the retention and application of all concurrent and previously completed culinary and related courses. Student must have a basic understanding of cooking techniques and culinary theory as it applies to previous courses.

**Teaching-Learning Practices & Strategies:**

1. Lecture/discussion

2. Audiovisuals (power point, I-clicker, videos,)

3. Handouts (Moodle, notes, videos, and information)

4. Study guide assignments

5. Demonstration of culinary competency in campus lab and certifications (ServSafe)

6 .Experiential Learning Laboratory Experiences

7. Textbook Reading and Chapter/Quiz assignments

8. Independent learning and research experiences/ mentoring

**Course Requirements:**

Students must earn a grade of “C” or better in each required culinary course. Satisfactory completion of both theory and laboratory concepts are required. Late papers/assignments will not be accepted without prior approval of the instructor.

1. **Written Exams:** (2) Written exams will be administered over the course of the semester, a Midterm and Final. Exams are based on reading material, demos, homework, and laboratory production. Questions will include multiple choice, matching, completion, math and essay. Exams cannot be made up. Should extenuating circumstances occur at the time of any scheduled examination (such as military obligation, death in family, serious illness, it is the student’s responsibility to contact the course coordinator prior to the examination or within 24 hours. Failure to do so may result in a full letter grade reduction). **The final is comprehensive.**
2. **Lab Participation:**

Each student is expected to come to class prepared to make a meaningful contribution to the class discussion. In addition, participation in the lab will be based on the display of the following skills: Production, Cleanliness, Uniform, Teamwork, Organization, Daily Report Out, and End of Semester Cleanup.

1. **Cookie Cutter Project:** The Ellender Memorial Library at Nicholls State offers the service of 3D printing free to students. The student will complete the required forms allowing them to use the 3D printer and schedule with the Library staff a printing time for their cookie cutter. Using the free online program the student will design their own cookie cutter and have it printed. The cookie cutter will be used as part of the lab class on cookies **November 14, 2019.**
2. **Quizzes/ CPAs:** Short quizzes will be administered throughout the semester both in class and on Moodle and will cover assigned readings and lecture material as well as conversions. CPA’s are to be completed and turned in on the date assigned
3. **Practical Examinations:** (2) Practical examinations will be administered over the course of the semester. Dates are specified in the course schedule below. These exams will require the timed demonstration of a specific skill learned within the laboratory, and will be graded according to a specific rubric, which will be shared with the student in advance of the exam. The exam topics shall include biscuit making and crème Anglaise.

|  |
| --- |
| **Grading Scale:** |

**Methods of Evaluation:**

|  |  |  |
| --- | --- | --- |
|  | **90-100** | **A** |
|  | **80-89** | **B** |
|  | **70-79** | **C** |
|  | **60-69** | **D** |
|  | **<60** | **F** |

Your grade will be based on the following:

Midterm Exam 15%

Final Exam 15%

Lab Participation 20%

Practical Exams 25%

3D Printing Project 15%

Quizzes 10%

TOTAL 100%

**Rounding:** Final Grades will be calculated to 1 decimal point and will not be rounded up.

**Extra Credit Statement:**  For every four hours of extra credit work you will receive 1% point toward final grade with a maximum of 5 extra credit points. Extra credit work must be related to content area of learning objectives for the course earned.

**Grade Responsibility:** It is the student’s responsibility to know their grade status at all times. Grades earned in the theory and laboratory portion of the course will be posted in a timely manner in the Moodle Grade Center. Students will receive timely personalized feedback from their assigned lab and classroom assignments.

Notification of Withdrawal Date: The final date to withdraw from this course with an assigned grade of *“W”* is **Friday, October 25, 2019**.

**University Policies:**

***Disability Policy***:  Students with a documented disability are entitled to classroom accommodations under the American with Disabilities Act. If you have a documented disability that requires assistance, you will need to register with the Office of Disability Services for coordination of your academic accommodations. The Office of Disability Services is located in Shaver Gym, Room 158-A. The phone number is (985) 448-4430 (TDD 449-7002). Additional information can be found at www.nicholls.edu/disability

***Louisiana Center for Dyslexia and Related Learning Disorders:*** Students who have been identified as having the characteristics of dyslexia and/or a related learning disorder are entitled to accommodations. Eligible students should contact the Louisiana Center for Dyslexia and Related Learning Disorders at 985-448-7194 or 163 Peltier Hall. Additional information for the center can be found at www.nicholls.edu/dyslexia/college-program

***Academic Grievances:*** The proper procedure for filing an academic grievance or grade appeal is listed in Section 5 of the *Code of Student Conduct* at the following link: <https://www.nicholls.edu/sja/student-conduct-handbook/>

***Guidelines for Continued Learning Following an Extreme Emergency:*** The following guidelines are meant to help the business of education continue at Nicholls State University in the aftermath of an extreme emergency situation.  The guidelines are meant to help faculty and students understand their roles in completing education requirements for courses in progress when the emergency began.  The following guidelines are meant to encourage the faculty to be imaginative and resourceful in finding ways to continue the education of students and the work of the University.

**Faculty responsibilities include:**

·          Faculty members are responsible for their development in the use of the Moodle software (or the Learning Management System LMS in place at the time).

·          Faculty members are responsible for having a plan for continuing their courses using only Moodle and email.

·          Faculty members should be allowed to continue their course in whatever way suits the completion of the course best and are encouraged to be creative in the continuation of these courses.

·          Any adjustments or compensations, made to a student’s progress in special programs with labs, clinical sequences (i.e., Culinary, Nursing, etc.), or the like, should be made only in the immediate semester following the emergency.

·          Faculty members are responsible for including these guidelines in all syllabi.

**Students’ responsibilities include:**

·          Students are responsible for reading regular emergency notifications on the NSU website.

·          Students are responsible for knowing how to use and access Moodle.

·          Students are responsible for being familiar with emergency guidelines.

·          Students are responsible for evacuating textbooks and other course materials.

·          Students are responsible for knowing their Moodle student login and password.

·          Students are responsible for contacting faculty regarding their intentions for completing the course.

**NOTE:** *Faculty and students should be open, flexible and show compassion in determining the precise course of action.*

     Additionally, faculty will communicate to students the timelines for Phase IV of the Office of Academic Affairs Hurricane Emergency Plan – that is, if the campus opens within one week of storm passing, classes will begin on the day the campus opens.  If the campus is closed for more than five working days, classes will resume online through the LMS on the sixth day with accommodations for students as needed.

**Student Conduct and Responsibilities:**

***University Level:*** A failing grade for the course will be assigned to any student who violates NSU Code of Student Conduct and Appeal Procedures. This type of conduct will subject the student to disciplinary sanctions.

***Student Diversity:*** Every reasonable effort will be made by course coordinators and faculty to meet the unique and diverse needs of students.

***Safety Rules:*** Students should use equipment properly and only when trained by faculty. Please do not use equipment if you have not been trained on proper operation and safety. No running in kitchen or other areas of Ledet Hall. Walk carefully paying close attention to surroundings. Do not walk backwards. No horseplay in laboratory. All knives should be carried pointed towards the floor and if dropped should not be caught. Use appropriate tools for job. Please be mindful to the location of fire extinguishers and safety exit strategy. Communicate with others in kitchen work space (saying “behind” or “hot”).Follow university safety rules at all times.

***Food Safety:*** Safe steps in food handling, cooking, and storage are essential to prevent foodborne illness. You can't see, smell, or taste harmful pathogens that may cause illness. In every step of food preparation, follow these steps to keep food safe:

* Use only food purchased from approved, reputable suppliers
* Cook food to the correct internal temperature
* Hold food at correct temperature (41 or lower, 135 or higher)
  + Have a calibrated thermometer at all times
* Clean and Sanitize all equipment
* Practice good personal hygiene

***When NOT to work with food:***

* Except when the symptom is from a noninfectious condition, experiencing active symptoms of diarrhea or vomiting – with no diagnosis,
* Experiencing jaundice within the last 7 days--with no diagnosis,
* Diagnosed with Typhoid fever, or reports having had Typhoid fever within the past 3 months
* Diagnosed with hepatitis A within 7 days of jaundice or 14 days of any symptoms, or
* Experiencing active symptoms of diarrhea or vomiting, and diagnosed with Norovirus, E. coli O157:H7 or other Shiga toxin-producing Escherichia coli (STEC), Shigella spp. infection, Salmonella Typhi or nontyphoidal Salmonella.

***Personal Hygiene:***

* Remove jewelry from hands and arms before preparing food or when working in laboratory kitchens. You cannot wear any of the following:
* All pierced jewelry on visible body parts, including tongue, eyebrow and ear piercing
* Rings, except for a plain band
* Bracelets, including medical bracelets (may be worn on jacket around button or in dining room situations)
* Watches (may be worn on jacket around button or in dining room situations)
* Hair is expected to be clean, properly maintained and under control at all times. The hair length may not extend beyond the jacket collar. It may be pinned up and/or worn under a hair net or approved chef hat (as per Louisiana adoption of the FDA Food Code). Hair is to be maintained in natural human colors.
* Controlled facial hair growth in all foodservice lab classes must be neatly trimmed to no longer than 1/2 inch. Students should otherwise be clean-shaven.
* Hats and aprons are not to be worn by students outside the culinary laboratory kitchens, especially on trips to the restroom and when taking out garbage.
* All students are expected to bathe daily and use unscented deodorant. Perfumes and colognes may not be worn during lab classes.
* Fingernails must be clean, trimmed and fingernail polish is not allowed in the culinary laboratory kitchens. The wearing of false fingernails is prohibited.
* The student must wear disposable gloves and/or finger cots over bandages/cuts on hands and fingers when handling food directly.
* The use of facial makeup is highly discouraged in the laboratory kitchen environment. If a student has special needs requiring the use of facial makeup please keep it to a minimum in the lab.
* Students are expected to wash their hands whenever entering the kitchen, at the start of class and after all break periods. Always wash your hands after taking out the garbage.
* Students must wash hands following any hand to mouth contact, including:
* Drinking beverages without lid and straw
* Eating food from hands, the use of tasting spoons is highly encouraged in the kitchens at CJFCI.
* Chewing gum or smoking cigarettes
* Sneezing, coughing, or using a tissue
* Following family meal times.
* Touching the hair or face.
* Touching any surface where biological contaminants may be present.

Students not complying with Hygiene policy will be sent home and will be given an incomplete for that day’s assignment. Students will be required to make up the missed lab at the convenience and discretion of the instructor or lose all applicable points.

***Kitchen Uniform Policy:***

**\*\* You must be dressed in uniform before entering the lab class\*\***

**The following designations will apply for laboratory classes and open kitchen hours:**

The student must be wearing the following (all items clean and in good condition)

·         CJFCI chefs work coat (no ambassador coats unless for special event)

·         Work pants/black and white checks (black pants when advised by instructor)

·         Approved non-skid shoes, with a black polished surface

·         Socks, white or black

·         Red bid apron (properly pressed and cleaned, no bistro length aprons)

·         2 side towels- provided in lab class

·         Official Chef’s hat or fabric skull cap

·         Official knife kits

Undergarments, such as another shirt, are not allowed to extend beyond the length (collar, cuff and waist) of the uniform. No logos or printing may be visible through the chef’s coat from the student’s undergarments. Only solid white shirts may be worn under the chef’s coat.

***Dining Room Uniforms:***

**The following designations will apply for dining room service during lab and special events:**

·         The student must be wearing the following (all items clean and in good condition)

·                CJFCI black bistro apron embroidered with student’s name

·                White dress shirt with full length sleeves, tails and collar. Shirt must be able to be worn with a men’s necktie and should be properly fitted (sized) around the neck.

·                Black trousers with or without cuff. Must have belt loops.

·                Black socks.

·                Black unadorned belt. No studs or intricate leatherwork allowed on belt.

·                Approved non-skid shoes, with a black polishable surface.

·                Black tie or other tie approved by instructor.

·         Undergarments, such as another shirt, are not allowed to extend beyond the length (collar or cuff) of the shirt. No logos or printing may be visible through the shirt from the student’s undergarments.

·         Students not complying with uniform policy will be sent home and given an incomplete for that day’s assignment. Students are required to make up the missed lab at the convenience and discretion of the instructor or lose all applicable points.

***Tobacco Policy:*** NSU is a tobacco-free campus. The use of any tobacco product in any form is prohibited. Restricted tobacco products include cigarettes, cigars, e-cigarettes, pipes, water pipes, all smokeless tobacco (chew, snuff, etc.), and all non FDA approved nicotine products. This policy applies to all University students, faculty, staff, contractors, and visitors (the general public).

***Fire Alarm Policy:***  Anytime the fire alarm sounds the students are to exit the classroom or lab using the quickest exit and congregate as a unit in the assigned area (each teacher must discuss with class- Bistro out front doors- Labs and classrooms out the back door to parking lot furthest away from fire). Once given the all clear to return to the building, students are to return to the classroom. Attendance will be taken and verified against the classroom role once the entire class has met outside of the building.

***Exam and Practical Conduct:*** On exam days, students should arrive to class on time and prepared. No technology is allowed during class and particularly during exams. Any students with visible technology during an exam will be dismissed and will receive a 0 on the exam. Students will be required to remove hats during exams. Once the first exam is turned in, no students will be allowed to take the exam. There are no opportunities for make-up examinations. No exam will be dropped for the purpose of calculating the final grade.

***Disruption Policy:***  Cell phones, SmartPhones, and other electronic devices in the classroom/lab settings are disruptive to the learning environment, and therefore should not be present. Students anticipating important calls related to personal/family issues must notify the faculty prior to class or lab, and the device must be on silent with the student seated near the closest classroom exit.

LapTop computers and Tablets are allowed in the classroom for the purpose of learning. Students possessing computers or tablets and found to be using them for non-classroom/learning purposes will lose the privilege of using computers/tablets in the classroom. Any student anticipating an emergency situation should supply their families with the following numbers: **985-493-2700** or **985-493-2712** where a message may be left with the departmental secretary and the message promptly delivered to the student. In addition, the family may call 985-448-4746 to reach Campus Security and leave a message to be delivered. All University Code of Conduct policies apply in the classroom related to disruptions. **Classroom guests must get approval of the instructor before attendance is permitted.**

Any student with an electronic device discharging during class time will be asked to leave the class to prevent future disruption with the student remaining responsible for any material covered during that period. Any student with an electronic device discharging or present, either ringing or vibrating, during an exam will receive disciplinary action. Confiscation of an exam will result in a grade of zero for that exam.

\*\* **Students may use electronic devices (cell phones, tablets) to take pictures and for additional uses as approved by instructor. However, the student MUST receive approval from the instructor before use of the electronic device may take place\*\***

***Attendance/Punctuality:*** Students enrolled in culinary courses are expected to attend all classes, lab, and experiential learning opportunities in order to derive the maximum benefit. Absences and tardiness are neither excused nor approved, but should untoward circumstances arise, students are expected to notify the proper person.

The general class attendance policy is in accordance with the Nicholls State University Bulletin.  There are no make-ups for exams.  In the case of an unexcused absence during the time given to complete an exam, a grade of zero will be assigned.  Only a physician’s excuse, proof of death in the immediate family, or signed excuse from a university coach or professor is acceptable to qualify as an excused absence.  Routine doctor or dental visits will not be excused.

The attendance policy is in accordance with the policy set forth by the Chef John Folse Culinary Institute for Lab Classes:

***Attendance Policy:***

* Faculty will record attendance for each class/lab session.
* Three unexcused tardies will constitute one unexcused absence.
* Assignments, lab practical, and tests missed due to an unexcused absence or tardy cannot be made up.
* Assignments, lab practical, and tests missed due to an excused absence or tardy will be made up at the faculty member’s convenience.
* Each unexcused absence will lower the student’s final course grade by 10% (or 1 letter grade)
* Students with three unexcused absences will receive a grade of “F” and/or be dropped from the course.

***A Tardy is defined by:*** Failure of a student to arrive in class on time in proper uniform.

***An Excused Tardy is defined by*:** A tardy for which one of the following has occurred:

* The student provided the instructor with a doctor’s slip verifying medical reason for the tardy.
* The student has received prior instructor approval to be tardy for class.
* Approval by the instructor of the student’s tardy after the fact based on extenuating circumstances deemed significant by the instructor.

***An Absence is defined by:*** A student’s failure to be present during the assigned class time or announced special class activity in the assigned location. (A student who leaves class without permission prior to the end of class will be treated as absent for that class period.)

***Excused Absence* *is defined by:*** An absence for which one of the following has occurred:

* The student has provided the instructor with a doctor’s slip verifying a medical reason for the absence.
* The student received prior instructor approval for the absence from class for an approved activity.
* Approval by the instructor of the student’s absence after the fact based on extenuating circumstances deemed significant by the instructor.

***Extended Student Illness:*** For extended illness beyond the attendance policy, the student may be required to submit a physician's written permission to return and participate in learning activities essential to meeting course outcomes/objectives.

***Student Conferences:*** The instructor has posted office hours for student conferences. A student may schedule a conference with the instructor if desired.  If the posted office hour times are not convenient, the student may request another time slot with the instructor.

***Emotional or Adjustment Issues:*** Students experiencing emotional upset or issues of adjustment to college life may contact the Nicholls State University Counseling Services Center, located at 224 Elkins Hall, by calling (985) 448-4080.

***Student Responsibility to Inform Regarding a Limitation or Condition:***  In the event a student is experiencing any limitation or condition (for example, pregnancy, high blood pressure, epilepsy, diabetes) or is on prescription medication that may impede performance whereby safety is jeopardized, it is the responsibility of the student to disclose this information and/or list of medications to their clinical instructor.

***Academic Dishonesty Policy:*** As members of the Nicholls State University community, culinary students are expected to uphold the highest standards of academic and personal conduct. Academic dishonesty violates these standards as well as the trust and commitment among students and faculty to instill and to maintain the principles of integrity, responsibility, and respect for others.

Cheating, which includes plagiarism,is the actual or even the attempted use of deception or fraud to improve one's grade or academic standing or to aid another student in doing so. Examples of cheating and plagiarism include, but are not limited to:

* Use of unauthorized materials during an exam
* Giving aid to or receiving aid from another student during any exams or individual assignments
* Standing in for another student during an exam
* Stealing, distributing, or having any unauthorized access to a copy of an exam or revising one's answer on a graded exam for the purpose of claiming a grading error
* Use of falsified data and/or references
* Divulging any item or items, all or in part, on an exam, to any person or entity for any reason
* Possessing, reproducing, taking a picture of the exam/quiz, or disclosing any exam materials, including the nature and content of exam items, to include notes/notes from students in higher courses/program graduates, test study guides, etc. that specifically indicate test items or answers
* Use of unauthorized materials in preparation of an assignment or representation of the work and ideas of others as one's own
* Copying someone else’s phrase(s) or sentence(s) without placing quotation marks around the copied phrase(s) or sentence(s)
* Not supplying proper documentation or bibliographical information for the ideas, arguments, findings, or interpretations of data made by others paraphrased or quoted in an assignment
* Submitting another person’s work as one’s own (including, but not limited to submitting a paper or report purchased or retrieved from a term paper service or one composed by a tutor, hired writer, student, friend, or relative)

[http://www.nicholls.edu/documents/student\_life/code\_of\_conduct.pdf](http://www.nicholls.edu/documents/student_life/code_of_conduct.pdf%20%20%20)

***Civility Statement:*** Civility is defined as polite and courteous behavior in all interactions, both verbal and nonverbal (Merriam-Webster Online Dictionary, 2013). Incivility is defined as speech or action that is discourteous, rude, or impolite (Merriam-Webster Online Dictionary, 2008). Faculty in the Department of Culinary Arts are committed to maintaining a classroom and online environment where all members have the freedom to teach and learn. A culture of respect that honors the rights, safety, dignity, and worth of every individual is essential to preserve such freedom.

Acts of civility include, but are not limited to: **listening quietly during lectures and/or other class presentations, respecting the opinions of others,** **using appropriate language when addressing the class or faculty, expressing anger or other emotions constructively** and **turning in assignments completed and in the required timeframe.**

Student behaviors most often reported as uncivil by both students and faculty are: cheating, use cell phones, distracting conversations, making sarcastic remarks, sleeping, using computers for purposes not related to the class, demanding make-up examination extensions, or other favors, making disapproving groans, dominating class discussion, and refusing to answer a direct question (Clark & Springer, 2007).

Students exhibiting acts of incivility will be subject to a range of sanctions including immediate removal from the learning environment, referral to the appropriate administrative body, or administrative withdrawal from the course.

Civil interaction is paramount to an effective, engaged learning milieu. Furthermore, individual courses in the culinary program are encouraged to set classroom “norms” that are defined by the faculty and students. Agreed upon norms that define important and expected behaviors in the classroom, lab, and on-line settings will contribute to the success of the student and faculty in meeting course outcomes.

***Requirements for Learning Management System***

Moodle is the Learning Management System (LMS) used in all culinary courses. Students enrolled in   culinary courses will require hardware and software requirements. Additional hardware and software requirements may be necessary.  Contact course instructor for specific requirements.

**Q**:     How do I complete the coursework and communicate with my instructor?

**A**:     The course can be access through the Internet using any Java enabled browser (Internet Explorer 5.5 or 6.0; latest version of Netscape).  Students are enrolled in the course and your login made active the first scheduled class day or sooner. The log-on screen is found at [http://moodle2.nicholls.edu/moodle/](http://moodle2.nicholls.edu/moodle/%20%20)

**Q**:     How do I log on to my classes?

**A**:     1)      Locate Moodle on to the Nicholls State University home page:<http://moodle2.nicholls.edu/moodle/>

2)                  Once on Moodle site click Login

3)                  Enter your username and password and click Login

4)                  Once logged in, your online classes will appear on the left of the screen.  Click on the course you need to enter.

5)                  Follow the teacher’s instructions listed in Announcements (Main Page)

**Q**:     What is my username and password?

**A**:     A requirement of students enrolled in an online course is a valid e-mail account.

How to obtain a Username and Password:

·          USERNAME: At this site (<http://www.nicholls.edu/email/>) students can enter their name to obtain their Nicholls e-mail address which contains their Username.  For example: a student’s Nicholls e-mail address would look like this Username@its.nicholls.edu.  NOTE: Your Username will be the letters and numbers before the ampersand symbol (@)

·          If this search is unsuccessful, students can visit or call any open computer lab for assistance.  Open computer lab locations and phone numbers are provided below.  It is important to specify that you are requesting assistance in determining your Username or UserID

|  |  |  |
| --- | --- | --- |
| **COMPUTER LAB** | **LOCATION** | **PHONE** |
| WAC Lab | Ellender Library | 448-4765 |
| Cenac Lab | 109 Powell Hall | 448-4868 |
| Ayo Lab | 101 Ayo Hall | 493-2560 |

**Q**:     How do I register?

**A:**     Before registering, you should contact the department or college for the degree you are seeking.  Even though the courses are through the Internet, you will still need to get an advisor to help you schedule classes.  You can communicate with your advisor by phone, e-mail, or face-to-face.

**The TA Office in Bistro Ruth is NOT a student computer lab and should not be used for printing except for those enrolled in Bistro.**

Class Schedule CULA 250

Fall 2019

|  |  |  |
| --- | --- | --- |
| **Months** | **Class Subject** |  |
| **August** |  |  |
| 22nd | Syllabus / Class Clean Up | 1 |
| 31th | Quick Breads / Scones | 2 |
| **September** |  |  |
| 5th | Yeast Doughs | 3 |
| 12th | Pate a Choux / Pastry Cream / Anglaise | 4 |
| 19th | Baked Custards / Puff Pastry | 5 |
| 26th | Practical | 6 |
| **October** |  |  |
| 3rd | Written Exam 1 |  |
| 10th | Cake Baking / Buttercream | 7 |
| 17th | Cake Decorating / Pie Dough | 8 |
| 24th | Cream Pie & Apple Pie / Ice Cream | 9 |
| 31th | **Fall Break – No Class** |  |
| **November** |  |  |
| 7th | Mousse / Hot Soufflés | 10 |
| 14th | Cookies | 11 |
| 21th | Final Practical | 12 |
| 28nh | **Thanksgiving – No Class** |  |
| **December** |  |  |
| 5th | **Final Written Exam** | 10:30 am |