

Catalog

January 1<sup>st</sup> 2023-December 31<sup>st</sup> 2023 (Revised on June 1<sup>st</sup>, 2023)

# Sushi Chef Institute

1123 Van Ness Avenue, Torrance, California 90501 TEL: 310-782-8483 FAX: 310-218-0026 www.sushischool.net 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.

#### **OUR MISSION AND OBJECTIVES**

Sushi is the most famous traditional Japanese food in the world. As sushi becomes more popular, the knowledge of how to treat raw fish becomes more important.

Japanese people learn these skills over the years in their everyday lives. However, this is not the case in other countries where it is not customary to eat uncooked fish. We would like to spread the joy of Japanese food culture. Our mission is to convey the essence of Japanese traditional cooking skills and knowledge to the world.

Our professional Sushi Chef Course I & II is intensive and has high-level content that is focused on making you a Sushi chef in 2 months. Many of our former students have opened their own restaurants right after graduating. This professional course is the best opportunity for people who want to move forward professionally in a short amount of time.

This course covers Japanese ingredients and stocks, popular Japanese cuisine, preparation of sushi rice, how to make traditional and modern (California/American) style rolls, and sauce making for rolls. In depth training of techniques on making and presenting nigiri, traditional style sushi (chirashi and box sushi, etc.) and sashimi. Fish and shellfish preparing is also covered in this course.

This course also includes how to maintain and sharpen Japanese knives, basics of Japanese cooking techniques of grilling, frying, steaming, simmering, garnishing, plating and decorating. Sushi bar simulation is conducted while attending school; this gives our students an outlook of what is it like to take orders from a customer and in turn create and serve their dishes. The importance of knowledge with food cost and estimation, hygiene management, catering operation and restaurant business management are other subjects covered in this course.

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 N. Market Blvd. Ste 225 Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897, (916) 574-8900 or by fax (916) 263-1897

Probation and dismissal policies

A student, who fails to maintain satisfactory progress, violates safety regulations, interferes with other students work, is disruptive, obscene, under the influence of alcohol or drugs, or does not make timely tuition payments, is subject to immediate termination.

Depending on the Student's absence count, the student might be subject to fail the class. The student will have the opportunity to compensate the missing hours by communicating with an instructor and scheduling extra work.

The Sushi Chef Institute prepares you to gain employment as a Sushi Chef, coded under the United States Department of Labor's Standard Occupational Classification codes, as "35-1011 Sushi Chef".

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- Our print catalog is updated annually.
- Catalogs are provided to prospective students or the general public via our website, in person, or mailed via USPS.

-Brochure, School Performance Fact Sheet, Catalog, bureau's website link, institution's most recent annual report (submitted to bureau), can all be found on our website www.sushischool.net, under 'About SCI.'

• Items that can be accessed through our website (www.sushischool.net): Sushi Chef Institute's school catalog, school performance fact sheet, student brochure,

a link to the bureau's website, and Sushi Chef Institute's most recent annual report.

#### **INTRODUCTION**

People worldwide have begun to explore more healthy cooking styles particularly ones that employ vegetables and fish as primary ingredients. For this reason, Japanese cuisine enjoys a growing popularity on its own and is part of a general movement toward "fusion" cooking styles. In the United States alone, the number of Japanese restaurants has doubled in the past five years.

Japanese cuisine does in fact lend elements of itself very successfully to other cooking traditions, but it is our belief that individuals most effectively execute this blending process with a basic grounding in the fundamental elements of Japanese cooking.

Chef Andy Matsuda is a Master Sushi Chef, an experienced teacher of Japanese culinary arts, and a food consultant representing Japanese foods and cuisine in the United States, Europe and Asia with more than twenty-eight years of experience.

Sushi Chef Institute <u>does not</u> have a pending petition in bankruptcy, <u>is not</u> operating as a debtor in possession, and <u>has not</u> filed a petition within the preceding five years, <u>nor</u> 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 seq.). (CEC §94909(a)(12))

#### **Sushi Chef Institute Location Map** 1123 Van Ness Ave. Torrance, CA 90501 Mair BN U W 208 California St AN S (213) Dominguez Way Dominguez St W 209th S S Civic Center Dr Pine Dr Central Ave 0 a St Maricopa St Ma ŝ Maricon Main Cranbrook Ama Cote Cense eyp South Ave elba onesa Hickory Skylark Katy Geissen St Ave Ave Arlingto Ave Library AVE Z AVE Ave Ave Opa/ St Torrance Date E 213th St Opal St AVC Ave Madrid Ave El Dorado St El Dorado St Thomas Keller W 214th El Dorado St Eldorado St . æ Amapola Onrado St Madrona Greenwood Memorial Park W 215th S Onrado St Park Cota Sonoma S Sonoma St ł AV El Prado Eastgate A Ave 0 Antonio St N AVE ark W Carson St 3 W Car W Carson St W Carson St Ave Plaza E Merit-Carson Ave Oal 218th St Monterey St Monterey St Old Torrance aza Der ŝ 219th St Neighborhood Ave Amo Windsong Ave R Springwood W 220th St Park Plaza Torrance W 220th St (213) Jefferson St Windemere Ave ଦ୍ର Plaza Del Amo 3 Bayport Dr A Madrona South Dorset Dr Bayport 222nd St Washington Ave Marsh Verdi Estates Charles H Ave Ave Chatelaine Wilson Park RYC W Sep Plaza De Ave ulveda Blvd La Terraza 23 Paza Del An W Sepulveda Bi Ave Torranse $\ge$ $\bigcirc$ RR Storage Total Kitchen Area 2200sqft / 200 = **11 People** ..... Storage |X|RR Office: 500sqft / 100 = 5 People Wasabi Room: 600sqft / 50 = **12 People** Private Enclosed Learning Center: 700sqft / 50 = 14 People

Equipment to be used for instructing class are:

*Textbook, whiteboard, daily handout, knife set (deba knife, yanagi knife, western knife, petty knife, peeler, bone tweezer, metal chopstick, bamboo mat, shucker, scaler), oven, stove, sink, stainless steel table, cutting board.* 

The knives that you acquire are professional grade and perfect for usage after graduating. Most of the materials are imported from Japan.

# SUSHI CHEF INSTITUTE

# ORGANIZATIONAL CHART



# **Student Information**

- Sushi Chef Institute does NOT have dormitory facilities under our control. Other accommodation options can be found on our website or by contacting our administrator for further information. Please note, we only introduce our students to these accommodation options, we do not arrange reservations for our students. Locations of these options are within three miles of the institute and range between \$700.00-\$4,700.00 per month.
- I-20 support is available for those students that are looking to attend Sushi Chef Institute with Visa support. A \$200.00 I-20 application fee, is incurred with these services.
- Beginning/production English proficiency is required for those that are applying for our professional I & II courses. English language services are not provided by our institution.
- Sushi Chef Institute offers job placement, following graduation. Our agency helps place our students with reputable restaurants/companies. Finding potential matches for our students, scheduling interviews, wage negotiation, finalization of employment agreement.

# Admission Standards

A student shall possess a high school diploma or its equivalent, or otherwise successfully take and pass an approved Ability to Benefit examination. *If student does not have a High school diploma, a certificate of graduation from a school providing sec-ondary education or a recognized equivalent of that certificate shall take an independently administered examination from the list of examinations prescribed by the Unites States Department of Education. The student shall not enroll unless the student achieves a score, as benefit from the education and training being offered. A list of ability-to-benefit examinations may be found: http://www.bppe.ca.gov/schools/ability\_exam.shtml* 

No schedules have been established for home study or correspondence instruction.

# Accreditation and Certificate of Completion

- the Sushi Chef Institute is a private institution, that it 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.
- Sushi Chef Institute is a non-accredited institute, and currently not eligible for federal or State financial aid.
- Once you have completed both Professional I and Professional II, you will receive a certificate of completion. This certificate, is a form of recognition awarded by Sushi Chef Institute for meeting minimum occupational course or curriculum requirements. This certificate states that you have taken vocational training courses to help prepare you for entry level work in the sushi chef industry. Please note, this certificate may bot be recognized for some employment positions, including, but not limited to, positions with any state

# Transferability of credits

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITION" "The transferability of credits you earn at Sushi Chef Institute is at the complete discretion of an intuition to which you may seek to transfer. Acceptance of the certificate you earn in Professional I and II is also at the complete discretion of the intuition to which you may seek to transfer. If the certificate that you earn at this intuition 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 the 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 Sushi Chef Institute to determine if your certificate will transfer."

- Sushi Chef Institute does not award credit for prior experiential learning, including assessment policies and procedures, provisions for appeal, and all charges that a student may be required to pay (CCR 71810 (b)(7))
- <u>SUSHI CHEF INSTITUTE HAS NOT ENTERED INTO AN ARTICULATION OR TRANSFER AGREEMENT WITH ANY</u> <u>OTHER COLLEGE OR UNIVERSITY.</u>
- <u>SUSHI CHEF INSTITUTE DOES NOT ACCEPT CREDITS FROM OTHER INSTITUTTIONS
  </u>

## SYLLABUS

#### I Professional I Sushi Chef Course

- (a) This course will teach many fundamental Japanese cooking skills and knowledge about Japanese foods. Japanese ideas, culture and history of cooking. It will teach about ingredients, sauces, and stock as well as Japanese cooking utensils and a variety of knives. Students will be taught how to maintain Japanese knives and keep them in good shape. They will be taught regarding traditional Japanese cuisine style—Kaiseki-ryori, Shojin-ryori, Osechi-ryori etc. They will also be taught popular Tofu cooking and Japanese deserts.
- (b) The objectives of this course are to instruct not only in the basics of Japanese cuisine and food preparation, but to stimulate the desire to proceed with advanced training and thus perfect the individual skills and abilities of each student.
- (c) The educational service offered by Sushi Chef Institute is not represented to lead to employment in any occupation or described in any job titles to which the educational service is represented to lead.
- (d) The entire course is four weeks in length a total of 100 hours.
- (e) There will be a total of twenty classes. Each class will be five hours in length and will be taught five days a week.
- (f) The Textbook for this course is not a traditional bound volume, but individual pages presented as a daily outline of material to be covered by the instructor with lecture and practical demonstration. (copy attached as exhibit 4).
- (g) The subject matter to be addressed at each class is outlined in the text book. The skills learned are dependent upon each individuals ability to retain the information given and the practical application of that knowledge. An evaluation of the students skills will be measured by periodic testing and a final examination.
- (h) Instruction will be given by lecture, demonstrations and hands on practice.



# Sushi 101 - Professional I Class Schedule

Date	Class	Title	Content	Others
	1	Orientation, Uniform, ID	Japanese Basic Cooking Tools	Simple Cutting Technique
	2	Basics of rice and ingredients	Basic Stock and Soup	Miso Soup and Clear Soup
	3	Knife: Yanagi and Deba	Mother Vinegar Sauces	Basic Pickle, Rice Ball
	4	Sakizuke and Aemono	Proper Table Set-up and Terminology	Ohitashi, Cutting Practice
	5	Japanese Noodle	Other Popular Dishes	Field Trip: Mitsuwa Marketplace
	6	Basic Beef Cooking	Basic Pork Cooking	All Type of Dishes
	7	Basic Chicken	Basic Egg	All Type of Dishes
	8	Zensai (25 Quiz)	Learn about Sake	Show Japan Trip Video
	9	Basic Sashimi	Fish Prep. and Basic Cutting	Fish and Vegetable
	10	Basic Grill	Basic Grill Technique	Season Item and Popular Dish
	11	Deep Frying	Tempura	Fish and Vegetable
	12	Donburi Dishes	Nabe Cooking	Sea Food and Vegetable
	13	Sushi Rice Part 1	Preparation of Sushi Rice	Sushi Rice
	14	Basic Roll Making Part 1	Basic Rolls, Maki (25 Quiz)	Concept of Roll Decoration
	15	Basic Roll Making Part 2	Special Rolls	All Type of Special Rolls
	16	Basic Roll Making Part 3	Roll Making Hands-on Part 1	Roll Decoration Part 1
	17	Basic Roll Making Part 4	Roll Making Hands-on Part 2	Roll Decoration Part 2
	18	Basic Roll Making Part 5	Roll Making Hands-on Part 3	Time Race Roll Making
	19	Japanese Desserts	Fruits and Ice Cream Menu	Sushi and Decoration
	20	Skill Test	Final Test of 100 Questions	Sushi 101 Final Test

#### Notes:

Sharpening knives are each students responsibility. Knife check each week. 25 question quiz will be on Friday, on the second and third week.

# SYLLABUS

#### II Professional II Sushi Chef Course

- (a) This course will provide each student a more advanced knowledge and practical application of Japanese cuisine and its preparation. The course will instruct the art of sushi making, sashimi making, sashimi decoration, menu planning, serving techniques, fish cutting, rice preparation and the practice of finger work. A heavy emphasis is placed on the practice and practical application of preparation.
- (b) The objectives of this course are to instruct advanced techniques of Japanese food preparation with emphasis on speed and agility and to perfect the individuals skills and abilities. Additional techniques of Japanese food preparation will be taught.
- (c) The educational service offered by Sushi Chef Institute is not represented to lead to employment in any occupation or described in any job titles to which the educational service is represented to lead.
- (d) The entire course is for weeks in length a total of 100 hours.
- (e) There will be a total of twenty classes. Each class will be five hours in length and will be taught five days a week.
- (f) The Textbook for this course is not a traditional bound volume, but individual pages presented as a daily outline of material to be covered by the instructor with lecture and practical demonstration.
- (g) The subject matter to be addressed at each class is outlined in the text book. The skills learned are dependent upon each individuals ability to retain the information given and to the practical application of that knowledge.
- (h) Instruction will be given by lecture, demonstrations and hands on practice.

# SYLLABUS

#### III Advanced Sushi Chef Course

- (a) This course will focus primarily on the refinements of preparation of Japanese Cuisine with detailed attention being given to the service as well as the preparation. The course will also instruct in the art of successful catering which includes menu planning, cost analysis and establishing a check list for catering services. Students will be instructed in the setting up of a Sushi Bar including the operation. Emphasis will be given to the practice of finger work and the practice and practical application of preparation.
- (b) The objectives of this course are to instruct advanced techniques of Japanese food preparation with emphasis on speed and agility and to perfect the individuals skills and abilities. Additional techniques of Japanese food preparation will be taught.
- (c) The educational service offered by Sushi Chef institute is not represented to lead to employment in any occupation or described in any job titles to which the educational service is represented to lead.
- (d) The entire course is for weeks in length a total of 100 hours.
- (e) There will be a total of twenty classes. Each class will be five hours in length and will be taught five days a week.
- (f) The Textbook for this course is not a traditional bound volume, but individual pages presented as a daily outline of material to be covered by the instructor with lecture and practical demonstration.
- (g) The subject matter to be addressed at each class is outlined in the text book. The skills learned are dependent upon each individuals ability to retain the information given and to the practical application of that knowledge.
- (h) Instruction will be given by lecture, demonstrations and hands on practice.

#### INSTRUCTIONAL CLOCK HOUR DISCLOSURE

Sushi Chef Institute

School Name

School Code

Accrediting Association			Date of	last accreditatio	on visit
Basic Sushi Chef 20 classes	5 hours each,5 days	s week,4 w	veeks total	100 Hrs.	
Course Title Total Instruction	al Clock Hours/Course	e Length (V	Veeks)	CIP	Codes
Class Title	Lecture Hours	Lab Hours	Practicum Hours	Total Instructional	Total Credit
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\*Leave blank if you do not know the CIP Code.

INSTRUCTIONAL CLOCK HOUR TO CREDIT CONVERSION: The formula used to calculate the number of (check one) \_\_\_\_\_\_ quarter units or \_\_\_\_\_\_ semester units is as follows:

one credit=\_\_\_\_lecture hours one credit=\_\_\_\_laboratory hours one credit=\_\_\_\_practicum hours (internship/externship)

#### INSTRUCTIONAL CLOCK HOUR DISCLOSURE

Sushi Chef Institute

School Name

School Code

Accrediting Associat	tion					Date of	last accreditatio	on visit
Professional Sush		20 classes	, 5 hours	s each, 5	day week	, total 100	) Hrs.	
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INSTRUCTIONAL CLOCK HOUR TO CREDIT CONVERSION: The formula used to calculate the number of (check one) \_\_\_\_\_\_ quarter units or \_\_\_\_\_\_ semester units is as follows:

one credit=\_\_\_lecture hours one credit=\_\_\_laboratory hours one credit=\_\_\_practicum hours (internship/externship)

#### INSTRUCTIONAL CLOCK HOUR DISCLOSURE

Sushi Chef Institute

School Name

School Code

Accrediting Association					Date of	last accreditatio	n visit
Advanced Sushi Chef	20 classes,	5 hours ea	ch, 5 day	week, to	tal 100 Hr	s.	
Course Title	Total Instruction	CIP	Codes				
Class	Title		Lecture Hours	Lub Hours	Practicum Hours	Totai Instructionai	Totai Dredit
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\*Leave blank if you do not know the CIP Code.

INSTRUCTIONAL CLOCK HOUR TO CREDIT CONVERSION: The formula used to calculate the number of (check one) \_\_\_\_\_ quarter units or \_\_\_\_\_ semester units is as follows:

one credit=\_\_\_\_lecture hours one credit=\_\_\_\_laboratory hours one credit=\_\_\_\_practicum hours (internship/externship)

# POTENTIAL CAREER ACHIEVEMENTS

• Job placement assistance is offered to students who graduate from a Sushi Chef Institute Course.

-There is a fee incurred with our Chef Agent Service. This fee is only applicable to the EMPLOYER. Students or chefs that are being placed with employment, are not charged a referral fee.

*-Referral fee (for employer), varies depending on the experience of the chef (employee). Fees can range from: flat fee of \$500.00, or 3%-5% of the annual income, of employee.* 

• A certificate of completion will be awarded to each student who successfully completes, including the final examination, a Sushi Chef Institute course.

# FACULTY

#### ANDY MATSUDA, Master Sushi Chef

Chef Matsuda is an experienced teacher of Japanese culinary arts and a food consultant representing Japanese foods and cuisine in the United States, Europe and Asia with more than 30 years of experience. He has served with the California Sushi Academy as Chief Instructor from 1998 - 2002, along with Sushi Chef Institute as C.E.O. and Chief Institute from 2002–present. Chef Matsuda has provided executive chef services to restaurants, hotels, corporations and private parties. He is a published author on health cooking and Japanese and Asian cuisine. He has developed menus and recipes as well as having extensive experience in the purchasing of food products and menu ingredients.

Chef Matsuda holds a Japanese Cooking License, a Fugu Safety Serving License and a HACCP Food Safety license.

## ATTENDANCE, TARDINESS AND DROPOUT POLICIES

- 1. ATTENDANCE: Sushi Chef Institute will adhere strictly to its attendance policy which stated that a student who has more than a 25% (5 days) absence from classes will be dropped from eligibility for a certificate of completion. A student who has dropped off will be allowed to complete the course, but will not receive a certificate. This category of student will also be permitted to make up at no additional charge, the specific missed classes the next time their particular course is taught. No certificate will be issued. (Also applies to: Interruption for unsatisfactory attendance/unexcused absences)
- 2. TARDINESS: Ad student who is late for class (3) times will be counted as being absent for one (1) day.
- 3. DROPOUT: A student may choose to dropout from enrollment in a course anytime he/she wishes to do so. The Sushi Chef Institute policy with respect to refunds, will be strictly adhering to.
- 4. MAKE-UP WORK: Make-up work may be requested by instructor if student is absent or late. Make-up work can be made up after class hours with the instructor, not during class time.
- 5. LEAVE OF ABSENCE: A student that requests a leave of absence must be made in writing and considered by the instructor or owner of Sushi Chef Institute.

- If student requests a LOA (5 or more days), they will have the opportunity to attend the class where they left off, with the current course that is in session, or future courses.

- If student does not return after their requested LOA, and request a refund, refund will be based on our cancelation and refund policy. If they do not request a refund, students tuition will be placed on hold, until they return to finish the remainder of the course.

6. CUTTING CLASS: Cutting class will be considered as an absence.

## Academic Requirements

All students must maintain satisfactory progress and academic good standing in order to receive a certificate of completion for Professional I, II and Advanced.

Requirements for completion of our Professional 1 and 2 course: Passing with a "C" average of five (5) written exams (between both Pro 1 & 2), seven (5) skill tests and two (2) evaluations (between both Pro 1 & 2).

All students who do not meet the satisfactory requirements will go through a series of skill tests to ensure they are up to par with class requirements. Everyone will have the opportunity to receive a certificate of completion if they meet the requirements of passing with a "C" average as well as a skill test evaluation.

\*Internships or externships are not required for the passing of our course.

#### -Condition for re-enrollment

If a student wishes to re-enroll or re-enter the class, their request must be approved by owner of Sushi Chef Institute.

# **RULES, REGULATIONS AND MISCONDUCT**

#### **Rules and Regulations:**

- Arriving to class on time and ready for class 10 minutes before starting of class.
- Clean Uniforms, Knives, and Clean hygiene at all times.
- When class is conducted no talking, no chewing of gum or eating in class, attention to the instructor when lesson is conducted.
- No fighting or profanity is to be used among students and to any staffs of SCI.
- Please contact the admissions office if you are going to be late or absent from class.
- No Sexual Harassment of any kind is allowed.
- No illegal use of Drugs is permitted in the classroom or on the premises / grounds of the school. (If caught proper action will be taken immediately)
- No stealing of equipments or supply from the school.
- Keeping your work area and the school kitchen clean after every use is mandatory. If the school is not kept cleaned you will not be dismissed to leave. Final check will be performed after every class session.
- No one is to leave the classroom unless it is in proper order.
   \*Trash (emptied) \* Supplies and Equipments put away \* Floors Swept and Mopped
   \* Gas Valve (Turned Off) \* Lights (Turned Off) \* Storage Room (Locked)
- Teamwork and communication among each other is required at all times.

#### Academic Misconduct:

- 1. **Cheating:** Giving, using, or attempting to use unauthorized materials, information, notes, study aids, or other devices in any academic exercise, including unauthorized communication of information.
- 2. Fabrication and Falsification: Unauthorized alteration or invention of any information or citation in an academic exercise.
- 3. **Plagiarism:** Knowingly presenting the work of another as one's own (i.e., without proper acknowledgement of the source). The sole exception to the requirement of acknowledging sources is when the ideas, or information are common knowledge.
- 4. Facilitating Academic Misconduct: Giving or attempting to help another commit an act of academic misconduct.
- 5. Stealing: Attempting to take from Sushi Chef Institute or from others.

# SEXUAL HARASSMENT POLICY

#### **POLICY:**

Sushi Chef Institute is committed to providing all students and employees with a safe and supportive school environment in which all members of the school staffs are treated with respect. Instructors and other staff members are expected to teach and demonstrate by example that all members of the school community are entitled to respect.

It is hereby the policy of the Sushi Chef Institute to prohibit harassment based on real or perceived race, color, religion (creed), National origin, marital status, sex, sexual orientation, gender identity, or disability.

This policy is intended to comply with California State as well as Federal requirements.

The Sushi Chef Institute shall act to investigate all complaints of harassment, formal or informal, verbal, or written, and to discipline or take other appropriate action against any member of the school community who is found to have violated this policy.

#### **SEXUAL HARASSMENT:**

A form of harassment which means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by a school employee to a student or by a student to another student when:

- \* Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education, academic status or progress; or
- \* Submission to rejection of such conduct by a student is used as a component of the basis for decisions affecting that student; or
- \* The conduct (1) substantially interferes with or will substantially interfare with a student's educational benefits, opportunities, or performance; or a student's physical or psychological well-being; or (2) creates an intimidating or hostile educational environment; or
- \* Submission or rejection of such conduct by a student is used as the basis for evaluating the student's performance within a course of study or other school-related activity.

# PROCEDURES FOR REPORTING AND HANDLING COM-PLAINTS OF HARASSMENT FOR STUDENTS:

#### A. REPORTING

- 1. Students– It is policy of Sushi Chef Institute to encourage students whom have been targets of harassment and or who have had first hand knowledge of such harassments, to report such claims. Students should report incident (s) to any instructor, director, and administrator.
- 2. Employees– Any adult school employee who witnesses, overhears, or receives a report, formal or informal, written or oral, of harassment at school or during school, sponsored activities, shall report it to the director or the director's designee. If the report involves the school director, the reporter shall make the report directly to the school administrator.
- 3. Privacy– Complains will be kept confidential to the extent possible given the need to the investigate and act on the investigative results.

#### **B. RESPONSE**

1. <u>Director's duty-</u> The director or the director's designee is the person responsible for receiving oral or written reports of harassment. Upon receipt of a report, the director must notify the administrator immediately, without screening or investigating the report. The director may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the director to the administrator. If the report was given verbally, the director shall reduce it to written form within 24 hours and forward it to the administrator. Failure to follow any harassment, report or complaint as provided herein, will result in disciplinary action against the director.

#### C. INVESTIGATION

- 1. <u>Who</u>— The director or the administrator shall conduct an investigation upon receipt of a report or complaint alleging student harassment.
- <u>How</u>— The investigator shall interview individuals involved and any other persons who may have knowledge of the circumstances giving rise to the complaint and may use other methods and documentations. In determining whether the alleged conduct constitutes a violation of this policy, the investigator shall consider, among other things; the nature of the behavior; how often the conduct occurred; whether there were past incidents or past continuing patterns of behavior; and the relationship of the complaint.
- 3. <u>When</u>—The investigator shall complete the investigation as soon as possible, but no later than fourteen (14) calendar days following receipt of the complaint.
- 4. <u>**Result**</u>-Upon completion of the investigation, the investigator shall decide if a violation of this policy has occurred based on the evidence supporting it.



# Sushi Chef institute - Professional I Skill Test Evaluation

Date:	
Name:	
Class Name:	

Category					
Clean Uniform & Nail:	1	2	3	4	5
Knife Maintenance:	1	2	3	4	5
Tsuma Making:	1	2	3	4	5
Rice Control:	1	2	3	4	5
Roll Making:	1	2	3	4	5
Cut & Decoration:	1	2	3	4	5
Cleanliness:	1	2	3	4	5
Attitude:	1	2	3	4	5
Appetizer & Decoration:	1	2	3	4	5
Idea & Creativity:	1	2	3	4	5

1-Need Improvement, 2-Below Average, 3-Average, 4-Good, 5-Great



# Sushi Chef institute - Professional I Skill Test Evaluation

Date:	
Name:	
Class Name:	

Category						Memo:
Clean Uniform & Nail:	1	2	3	4	5	]
Knife Maintenance:	1	2	3	4	5	]
Tsuma Making:	1	2	3	4	5	]
Rice Control:	1	2	3	4	5	]
Roll Making:	1	2	3	4	5	]
Cut & Decoration:	1	2	3	4	5	]
Cleanliness:	1	2	3	4	5	1
Attitude:	1	2	3	4	5	1
Appetizer & Decoration:	1	2	3	4	5	]
Idea & Creativity:	1	2	3	4	5	]

1-Need Improvement, 2-Below Average, 3-Average, 4-Good, 5-Great



# Sushi Chef institute Professional II Skill Test Evaluation

Date:								
Name:								
Торіс	Categories			Ass	sessn	nent		
Appetizer	Creativity:		1	2	3	4	5	
	Decoration:		1	2	3	4	5	
	Taste:		1	2	3	4	5	
	Uniqueness:		1	2	3	4	5	
Sushi Morikomi	Skill of Nigiri:		1	2	3	4	5	
	Speed Prep.:		1	2	3	4	5	
	Total Decoration:		1	2	3	4	5	
	Quality:		1	2	3	4	5	
Signature Roll	Creativity:		1	2	3	4	5	
	Decoration:		1	2	3	4	5	
	Uniqueness:		1	2	3	4	5	
	Speed Prep.:		1	2	3	4	5	
Personal	Attitude:		1	2	3	4	5	
	Cleanliness:		1	2	3	4	5	
	Knife Maintenance:		1	2	3	4	5	
	Nail & Dress Code:		1	2	3	4	5	
	Personal Hygiene:		1	2	3	4	5	
1.	Need Improvement, 2-Bel	ow	Average	, 3-Ave	erage, 4	1-Good	, <b>5-Gre</b>	at





# Sushi Chef institute Professional II Skill Test Evaluation

Sushi Chef Institute

## Date: Name:

Topic	Categories		Ass	sessn	nent	
Appetizer	Creativity:	1	2	3	4	5
	Decoration:	1	2	3	4	5
	Taste:	1	2	3	4	5
	Uniqueness:	1	2	3	4	5
Sushi Morikomi	Skill of Nigiri:	1	2	3	4	5
	Speed Prep.:	1	2	3	4	5
	Total Decoration:	1	2	3	4	5
	Quality:	1	2	3	4	5
Signature Roll	Creativity:	1	2	3	4	5
	Decoration:	1	2	3	4	5
	Uniqueness:	1	2	3	4	5
	Speed Prep.:	1	2	3	4	5
Personal	Attitude:	1	2	3	4	5
	Cleanliness:	1	2	3	4	5
	Knife Maintenance:	1	2	3	4	5
	Nail & Dress Code:	1	2	3	4	5
	Personal Hygiene:	1	2	3	4	5

1-Need Improvement, 2-Below Average, 3-Average, 4-Good, 5-Great

Comments:

Т. - 19



# Sushi 102 - Professional II Class Schedule

Date	Class	Title	Content	Others
	1	Introduction / Orientation	Nigiri Sushi Rice Prep.	8 Steps of Nigiri
	2	Understand Frozen Fish	Fish and Clams	How to Defrost and Store
	3	Field Trip: Fish Market	Knife Maintenance	Sauces Part 1
	4	Sauces and Ingredient Part 2, Preparation Part 1	Fish Cutting Basic Part 1	Salmon and Saba Marinate
	5	Preparation Part 2	Fish Cutting Basic Part 2	Shrimp, Eel Prep. and Eel Sauce
	6	Nigiri Sushi Part 1	Neta Preparation Part 1	Hirame, Clams
	7	Nigiri Sushi Part 2	Neta Preparation Part 2	Pompano, Sardine, Sawara
	8	Nigiri Sushi Part 3	Decoration Concept	Tai, Suzuki, Aji
	9	Nigiri Sushi Part 4	Sushi Bar Management	Tuna, Yellowtail and Sushi Bar Set -up
	10	Fish Cost, Varieties of Sushi	All Types of Hand Rolls (50 Quiz)	Clam, Yellowtail, Tuna
	11	Box Sushi	Shime-sushi / Hako-sushi	Battera
	12	Saiku Sushi	Tsutsumi-sushi / Party Sushi	Creative Decoration Sushi
	13	How to Operate Sushi Bar	Moritsuke Styles and Concepts	Food Cost Estimate
	14	Sashimi Decoration Part 1	Main, Sub-main and Movement	New Style, Sushi Bar Set-up
	15	Sashimi Decoration Part 2	Sugata-tsukuri / Ike-tsukuri	Vegetable Garnish
	16	Business Management	Restaurant Management	Catering Business
	17	Safety and Sanitation	Catering and In Job Operation	Critique and Evaluation
	18	Future Conference	Sushi Bar Operation	Relationship with Customer
	19	Fruit Cutting	Japanese Dessert	Decoration
	20	Final Test of 100 Questions	Graduate Skill Final Test	Graduation Lunch

# SCHDULE OF TUITION

Sushi Chef Institute shall refund all refundable fees such as tuition and partial material & food cost if an applicant cancels within the first-class session, or the seventh (7) business days (excluding Sundays and Holidays), whichever is later. Student Tuition Recovery Fund (STRF) fee rate is fifty cents (\$.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars. STRF fee is non-refundable.

SCHOOL REGISTRATION FEE: PROFESSIONAL SUSHI CHEF COURSE I &	\$200.00 \$6,500.00	
BREAKDOWN AND PAYMENT PLAN:		
<b>PROFESSIONAL SUSHI CHEF COURSE I&amp;</b> 20class (5 hours, Monday through Friday,	-	\$3,250.00
<b>PROFESSIONAL SUSHI CHEF COURSE I&amp;I</b> 20class (5 hours, Monday through Friday,		\$3,250.00
Note: Tuition fee included textbook and ha Additional fee for Japanese knife se		
Right hand:	\$800 + Tax	
Left hand:	\$860 + Tax	
Uniform set:	Included	

IF THE STUDENT OBTAINS A LOAN TO PAY FOR AN EDUCATIONAL PROGRAM, THE STU-DENT 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 RE-CEIVES FEDERAL STUDENT FINANCIAL AID FUNDS, THE STUDENT IS ENTITLED TO A REFUND OF THE MONEY NOT PAID FROM FEDERAL FINANCIAL AID FUNDS.

Item List	Description	Size	Student Price	Public Price
Deba knife	R	5.5"	175.00	175.00
Yanagi knife	R	9"	165.00	165.00
Western knife		9"	165.00	165.00
Petty knife		6"	55.00	55.00
Moribashi		5.5"	55.00	55.00
Kaiake			21.00	21.00
Honenuki			10.00	10.00
Kawamuki			10.00	10.00
Urokohiki			21.00	21.00
Makisu			4.50	4.50
Knife Bag			55.00	55.00
Knife set	Right Handed		800.00	800.00
Knife set	Left Handed		860.00	860.00
Chef coat	Size: S,M,L,XL		38.00	38.00
Chef pants	Size: S,M,L,XL		35.00	35.00
Chef hat	One size		25.00	25.00
Chef apron	One size		15.00	15.00
Deba saya	R		25.00	25.00
Yanagi saya	R		25.00	25.00
Deba saya	L		35.00	35.00
Yanagi saya	L		35.00	35.00
Western edge cover			8.00	8.00
Petty knife edge cover			6.00	6.00
Sabitori			10.00	10.00

# SUSHI CHEF INSTITUTE PRICE LIST

# STUDENT'S RIGHT TO CANCEL

1. You may cancel your contract for school and obtain a 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 at:

Professional Sushi Chef Course I&II

# \*Date in which the student has his or her right to receive a full refund (date of the first class session or the seventh day after enrollment)

- 2. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost our contract, ask the school for a description of the refund policy.
- 3. If the school 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.
- 4. To cancel the enrollment agreement or withdraw from the institute and obtain a refund, you must do so in writing, by signing page ten (10) of this enrollment agreement.
- 5. If you have any complaints, questions, or problems that you cannot work out with the school. Write or call the Bureau for Private and Postsecondary Education

Bureau for Private Postsecondary Education 2535 Capitol Oaks Drive, Suite 400 Sacramento, CA. 95833 Website: www.bppve.ca.gov P: (916) 431-6959 F: (916) 263-1897 E-mail: bppve@dca.ca.gov

# **CANCELLATION AND REFUND POLICY**

#### Cancellation and refund policy:

- 1. The school must refund all money paid, if the applicant is not accepted. This includes instances where a starting class is cancelled by the school.
- 2. The school must refund all refundable fees like tuition, if the applicant cancels within the first class session, or the seventh (7) business days (excluding Sundays and Holidays), whichever is later
- 3. The student shall have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after the enrollment, whichever is later. The student shall submit to the school "Notice of Cancellation" form. The student does not have the right to cancel by telephoning the school or by not coming to class.
- 4. Students who have completed 60% or less of the period of attendance shall be pro rata refund.
- 5. Any merchandise that is purchased is non-refundable. Textbook and Uniform included in the tuition cost will be deducted if the student does not fulfill at least Professional 1.
- 6. Food cost will be refunded partially. There will be a daily deduction until date of notice of cancellation. All refunds must be paid within 10 business days after class schedule is completed.
- 7. If the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid program funds.

#### **Termination by school:**

A student, who fails to maintain satisfactory progress, violates safety regulations, interferes with other students work, is disruptive, obscene, under the influence of alcohol or drugs, or does not make timely tuition payments, is subject to immediate termination.

#### **Cancellation of classes:**

The school reserves the right to cancel a starting class if the number of students enrolling is insufficient. Such cancellation will be considered a rejection by the school and will entitle the student to a full refund of all money paid.

Transferability of units and degrees earned:

Units you earn in any or all of Sushi Chef Institute programs in most cases will probably not be transferable to any other college or university. In addition even if a certificate of completion is earned at our institute, in most cases, it will probably not serve as a basis for obtaining a higher level of degree at another college or university.

My signature below certifies that I have read, understood and agreed to my rights and responsibilities and that institutions cancellation and refund policies have been clearly explained to me.

Print

Signature

Date

# **Students Right to Cancel**

#### **Cancellation and Refund Policy:**

If you have not started training, you may cancel this contract by submitting written notice of such cancellation to the school at its adresses shown on the contract, which notice shall be submitted no later than midnight of the seventh business day (excluding Sundays and Holidays) following your signing of this contract or the written notice may be personally or otherwise delivered to the school within that time. In event of dispute over timely notice, the burden to prove service rests on the sender.

#### Unfair business practices:

It is unfair business practice for the school to sell, discount, or otherwise transfer this contract or promissory note without the signed written consent of the student or his/her parent or guardian if he/she is a minor and a written statement notifying all parties that the cancellation and refund policy continues to apply.

Student's Name				
		(Please Print)		
			/ Date Signed	/
	Signature		Date Signed	
Parent or Guard	ian's Nama			
Tarent or Guard		(Please Print)		
			/ Date Signed	/
	Signature		Date Signed	
As the authorized	representative of the school, I h	nereby agree to	the conditions s	et forth herein:
Authorized Scho	ol Donrosontativo			
Authorized Scho	ol Representative	(Please Print)		
			/	/
	Signature		Date Signed	,
	D			
School Admission	n Representative	(Please Print)		
		(I lease I lini)		
			/	1
	Signature		Date Signed	/
	_ 24 _			

### **Notice of Cancellation**

Date:

You may cancel this contract for school. Without any penalty or obligation by the date stated below except for non-refundable fees.

If you cancel, any payment you have made minus non-refundable fees, and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice. But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed the cancellation notice.

If you do not return the equipment within this 30 day period, the school may keep an amount of what you paid that equals the cost of equipment. The total amount charges for each item of equipment shall not exceed the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment. The Textbook and Uniform become non-returnable items once they have been used the first day of class and a deduction will be made in your refund.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

Sushi chef Institute	at	1123 Van Ness Ave Torrance CA 90501	No later than
(name of institution)		(Address of institution)	

7th day after 1st day of class . I cancel the contract for school. Dated:

(Signature of student)

REMEMBER YOU MUST CANCEL IN WRITING. You do not have the right to cancel by telephoning the school, or by not coming to class.

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 at 1747 N. Market Blvd. Ste 225 Sacramento. CA 95834 P.O. Box 980818. West Sacramento. CA 95798-0818. 95798- 0818. www.bppe.ca.gov. TEL: (888) 370-7589 or (916) 431-6959, FAX: (916) 263-1897 or (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370) 7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet Web site www.bppe.ca.gov.

#### **Student Tuition Recovery Fund**

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.

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 Blvd., Suite 225, Sacramento, CA 95833, (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 educational 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 educational 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 invoice 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 noncollection 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 filed 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. The STRF fee rate is zero cent (\$.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars.

# **Custodian of Records**

**ACTIVE RECORD** – Active records are records with current use for the semester or individual that generated or possesses it. Records remain active for the term of the semester, or depending on the purpose for which they were created and are used.

**ARCHIVAL RECORD** – Archival records are records that are non-current and inactive; not required to be retained in the office in which it was originated or was received; and has historic value. Archival records are retained and preserved indefinitely in the institutes archives

**RETENTION OF RECORDS**– Student records are maintained for five years and transcripts are maintained indefinitely.

School Name				
Custodian Name				
			(Print)	
Home Address _				
_				
	City	State	Zip Code	Tel. No.

"As the custodian of Records for this institution, I acknowledge that I shall maintain current and accurate records as required by statute and regulations for a period of not less than five years at the address shown above. If the institution closes, I agree to respond to inquiries and allow for an inspection of records by authorized individuals or personnel."

Signature of Custodian	Date

# Student Complaint Designee

Printed Name/Title			
Mailing Address			
City	State	Zip Code	Tel. No.

#### STUDENT COMPLAINT PROCEDURES

1. A student complaint shall be filed with the appointed school designee.

2. The appointed complaint designee is available before and after regularly scheduled class sessions.

3. The appointed complaint designee has the authority and duty to:

(a) Investigate the complaint thoroughly and interview all persons and documents that relate to the complaint.

(b) Reject the complaint if, after investigation, it is determined to be unfounded or compromise or resolve the complaint in any reasonable manner including the payment of a refund.

(c) Record a summary of the complaint, including the disposition, and place a copy in the students file and make an appropriate entry in the log of Student Complaints as required by §73870.

(d) If the complaint is valid, involves a violation of law, and is not settled within 30 days after it was made by the student, the designee will notify the council, the accrediting association and the appropriate law enforcement authorities of the complaint and investigation.

(e) If a student orally delivers the complaint and the complaint is not resolved within a reasonable period of time, the institution shall advise the student that the complaint must be submitted in writing and provide the student with a copy of the institutions complaint policy.

(f) If a student complains in writing, the institution shall, within 10 days of receiving the complaint, provide the student with a written response including a summary of the investigation and disposition.

# Schedule of class 2023

January 9, 2023	- February 3, 2023	Sushi Chef Professional Course I Class
February 6, 2023	- March 3, 2023	Sushi Chef Professional Course II Class
March 20, 2023	- April 14, 2023	Sushi Chef Professional Course I Class
April 17, 2023	- May 12, 2023	Sushi Chef Professional Course II Class
June 5, 2023	- Jun 30, 2023	Sushi Chef Professional Course I Class
July 3, 2023	- July 28, 2023	Sushi Chef Professional Course II Class
August 21, 2023	- September 15, 2023	Sushi Chef Professional Course I Class
September 18, 2023	- October 13, 2023	Sushi Chef Professional Course II Class
October 30, 2023	- November 24, 2023	Sushi Chef Professional Course I Class
November 27, 2023	- December 22, 2023	Sushi Chef Professional Course II Class

## **ESL INSTRUCTION**

Sushi Chef Institute does not offer or provide classes with English as a Second Language.

Class instruction is will only occur in English.

# LIBRARY

Sushi Chef Institute has library for students to study Japanese cooking including traditional to contemporary dishes and techniques.

The Sushi Chef Institute library is available for all walk-in students during working hours. Students can have access to the materials while in the school premises. There are over 200 books containing information about all the different topics found in our curriculum.

If you have questions or would like to talk about material found in the library, chef Andy is always available in there after class.

# Sushi 101 Course Daily Class Schedule 1

# *Title: SCI Orientation Class: 1*

Part 1)	Introduction and short orientation 1. Welcome to SCI 2. Introduce faculty / students 3. About facility
Part 2)	Uniform 1. Dress Code Knife purchasing ID badges Text book and class assignments
Part 3)	SCI rules and regulations Sanitation and health
Part 4)	About Handouts, Daily Schedule, and Calendar
Part 5)	Introduction to Japanese cooking utensils 1. Kitchen utensils 2. Sushi bar utensils 3. Miscellaneous tools and utensils Showing new items of utensils Whetstone, Sabitori, P-Makisu Type of knives Yanagi, Deba, Usuba, other knives.
Daily Class Schedule 2

Title: Basic Knowledge of Rice and Ingredoents Class: 1

#### Part 1) Introduction to Main 6 Ingredients

Soy Sauce (Dark, light color, Tamari, White) Mirin Sake (Regular and heightened) Rice Vinegar Sugar Salt (Table salt and rock sea salt, sea salt)

#### Part 2) History about Rice

Brief history, geography, culture, nutrition, variation and types What season of rice ( Old rice or New crop Nov—March)

#### Part 3) Rice preparation Steam Rice

1. Introduction to tools used for rice cooking

2. Rice washing 1-3 minute, rinsing, more than 6 times drying, minimum 20–30 minute cooking techniques 45 or more for steam rice

How much or water with how much or rice Equipment by Gas or Electric rice cooker

#### Variations of rice dishes

Onigiri, Yaki onigiri, Ochazuke, Okayu, Zousui, Takikomi-gohan, Maze-gohan

#### Part 4) Stock - Dashi

*Necessary ingredients* Konbu (Kelp) katsuobushi (Bonito Flake) Stock type (Primary vs. Secondary) and variations (powder and liquid) Hondashi Stock making steps (Not boiling at all the time)

#### Part 5) Soup

Soup varieties - Clear, Miso (white and red miso) Soup contents Three items for most soups - wanko, suikuchi, and kounomono

Daily Class Schedule 3

*Title: Knife - Yanagi, Usuba and Deba Class: 1* 

Part 1) Yanagi, Usuba, Deba 1. Knife blade quality, length and weight 2. Knife handle material types and shape 3. Whet Stone - what is it and how to use it Part 2) Maintenance 1. Use of steel sharpener and whet stone 2. Sharpening techniques 3. Keeping and storing tips #800, #1000, #2-3000 small number are rough 4. Whet Stone maintenance - by using "Headache" Part 3) Proper stance and knife gripping 1. Proper stance and posture 2. Positioning Part 4) **Cutting vegetables** 1. Basic cutting strokes - draw cut, pushing cut, and thrusting cut 2. Cutting and slicing techniques Katsura - muki Tsuma Rectangles and Julienne Strips Dicing, cubing and mincing Decorative cutting 3. Making soup and salads 4. Demo Japanese Vegetable garnish Part 5) **Basic sauces - vinegar base** Nihai-zu please see page 244 text book Sanbai-zu Ama-zu Pon-zu Adding wasabi, mustard, sesame oil, spicy oil, and other ingredients for variation

(Vegetable, Fruits or you can buy at store)

## *Title: Basics of Japanese Pickles Class: 1*

Part 1)	<b>Brief history about Japanese pickles (Tsukemono)</b> Varieties of pickles Importance of pickles in Japanese cuisine	
Part 2)	TastingPackaged pickles and homemade picklesUmeboshiRakyoFukujinzukeShibazukeYamagoboBettaraSenmaizukeTakuanNarazuke	
Part 3)	Proper table set-up Concept of Kaiseki Chopsticks (hashi) Season, Simple, Sublime Buddhist of tea ceremony meal (Medicine of green tea) Small portion meal just to kill by hunger pain Tatami room Tokonoma, Kami-za, Shimo-za Table Napkins holding technique	
Part 4)	Vegetable Sakizuke dish (Pre-appetizer) Oshitashi (Boiled Spinach 1;1;1; Dashi, Soy, Mirin) Sunomono (cucumber, seafood, and seaweed salads) Kikka Kabu	

Daily Class Schedule 5

*Title:* Japanese Noodle and field trip *Class: 1* 

Part 1) Japanese noodle Udon hot and cold 4:1:1 dipping sauce, 10:1:1 for hot soup hot and cold 4:1:1 dipping sauce, 10:1:1 for hot soup Soba Somen Noodle Part 2) Curry rice Beef, Chicken and or Seafood Seasonal Vegetable , Yellow onion, Potato etc Beef or chicken stock Demonstration of cooking Part 3) Field trip to Japanese Grocery store Dry food Mitsuwa market Seafood Sweets Book store for Japanese cooking books

## *Title: Basic Beef Cooking Class: 1*

Part 1)	Beef	About beef type and vari Structure Nutritional valu	
	USDA	Prime, Choice and Select	(IBP Iowa Beef Products)
Part 2)	Beef	Cooking style - Shabu-sha Cutting technique and pre	ıbu, sukiyaki, yakiniku and etc. paration
Part 3)	Cookin	boking Beef dishes Negi-Maki Beef-Tataki Beef-Sukiyaki	
Part 4)	Pork	About Pork Structure	Type and variety Nutritional value
Part 5)	Pork	Cooking style - Shabu-shabu, Tonkatsu, Kushikatsu and etc. Cutting technique and preparation	
Part 6)	Cookir	0 0	rnish Cabbage , Cucumber, Tomato, Salad Dashi, Soy, Mirin )

## *Title: Basic Cutting - Class: 1*

Part 1)	<b>Chicken</b> Type and Variety White, Yellow, Organic Structure of Chicken Nutritional value
Part 2)	Learning of Chicken Structure Learning how to cut off the part Demonstration and hand one practice
Part 3)	Cutting and making chicken dishes Tatsuta Age Yakitori Chicken Teriyaki (Us style and Jibuni Japan style) Oyako—Donburi (4: 1;1; Dashi, Soy, Mirin) Yellow onion, Green onion
Part 5)	<b>Egg</b> <i>Type and Variety white</i> , <i>Brown</i> , <i>Quail egg</i> <i>Nutritional value</i>
Part 6)	Egg dishes Tamago-Yaki Learning how to use tool (Tamagoyaki pan) Dashi 1/2 cup Sugar 2.5 oz Sake, Mirin,, Light soy each 1 oz mix well with 16 eggs makes 2 rolls of Sushi Tamago

*Title: Tuna fish or all type of fish and Saba cooking Class: 1* 

Part 1)	Tuna, Yellowtail, Albacore ( Round Fish)1. Structure of each fishBlue fin, Big Eye, Yellow fin, Albacore2. Different kinds of Tuna (Fatty, Lean and etc)3. Different names of Yellowtail (Seasonal, Age, Name)	
Part 2)	Halibut (Flat Fish) 1. Cutting demonstration by instructor 2. Students cut filleted a Halibut 3. Sashimi cut practice by Halibut	
Part 3)	Understand many type of fish Shrimp Black Tiger, Brown Tiger, White Shrimp Salmon Cham, Pink, Silver, King, Koho Halibut, Snapper, Sea bass, Striped Bass etc	
Part 4)	Showing Tuna fishing video Other type of fishes by books terminology	
Part 5)	Cutting round fish (Saba Mackerel) Understand stracutre of fish	
	Round fish Sanmai-Oroshi 3 pieces cutting	
	Saba Cooking, Shio-yaki, Age-yaki, Miso-ni other etc	

Daily Class Schedule 9

Title: Sakizuke - Kaiseki Appetizer Class: 1

### Part 1) Introduction to Kaiseki

History behind Kaiseki course (Season, Simplicity, Sublime) Order of Kaiseki Importance of presentation, quality, and quantity of each dish

Part 2) Zensai dishes Sakizuke dishes

#### Menu by the season Learning Concept of Sakizuke

Koimo-hineri-manju Nishiki-tamago Usagi-uzura-tamago Daikon Tamatebako Grilled Asparagus Quail Egg rabit Lotus root chips Other season items

Part 3) Decoration (Moritsuke)

Sasa-haran Cutting Natural items Stone and Bamboo leaf etc.

*Title: Sashimi & Grilling Class: 1* 

Part 1)	<b>Introduction to sashimi</b> <i>Types and Varieties of fish, seafood, and other ingredients used for sashimi</i> <i>Sashimi dishes for kaiseki ( dishes may vary according to the type of fish being used)</i> <i>Vegetable garnishing Katsura-muki Hana-ninjin Kikka, Benitate</i>
Part 2)	Key points of Moritsuke Three elements Fundamental idea Ten, Chi, and Jin Moritsuke basic 4 keys Balance Location Color Space
Part 3)	Sashimi Cutting Technique Hiki-giri Sogi-giri Nami-giri Usu-giri Ito-giri
Part 4)	Introduction to Grilled and pan-fried dishes Ingredients and utensils used for grilling and pan-frying Types of grill (electric, oven, and open fire) Preparation
Part 2)	Making Grilled Dishes <i>Time and temperature</i> Dynamite (Scallop and Vegetable) Ishi-yaki (Stone Grill) Tofu or Oyster Dengaku (Oyster grill with miso) Ebi-kogane-Yaki (Shrimp with Egg yolk) Wrapping grill (Sea food and vegetable) Other season grill items with traditional Decoration

*Title: Nimono - Simmering & Mushi-mono Steaming Class: 1* 

Part 1)	Takiawase (stock happo-dashi )Prepping of Nimono (Mentori cutting )Happo-dashi ratio:8:1:1 (dashi, mirin and soy sauce-light colored)Ingredients:Kabocha, Koya-tofu, koimo, kinusaya beans ,Ninjin, shrimp and others
Part 2)	Fish nitsuke - white fish and vegetables (tai, daikon, and gobo) 5 : 1 : and : 1 ( sake and mirin finished by soy or tamari )
Part 3)	Niku-juga Beef and potato
Part 4)	<b>Chawan-mushi</b> - seafood and vegetables Chawan-mushi solution: 1 cup eggs : 3 cups of dashi Salt, Light soy Shrimp, Ginko-nuts, Kinusaya, Mituba
	<b>Chiri-mushi</b> - seaweed pot with seafood Ingredients: White fish, Shrimp, tofu, mushroom,sweet beans Mushroom, Enoki, Green onion etc., Served with ponzu sauce and Yakumi
	<b>Musubi-mushi</b> Tamago and Dashi 1:1 taste of salt and light say Cooked vegetable beens or carrots Wrapped by plastic used by cup and steamed by 20 minute Served with Kuzu sauce (Prime dashi with salt and light soy with potato starch (Katakuriko))
	<b>Dobin-mushi</b> Ingredients : Shrimp, Chicken, Kinusaya, Ginko-Nuts, Mitsuba and yuzu. Clear soup (Dashi, Light soy, Salt) Served with Dobin pot

Daily Class Schedule 12

*Title: Tempura—Deep frying Class: 1* 

Part 1) Introduction to deep-fried dishes Ingredients and utensils used for deep-frying (Net, Rice bran oil, Tempura nabe, Thick chopsticks - shallow and wide) Varieties of deep-frying dishes Deep-frying techniques and tips About Tempura

 Part 2)
 Preparation of Tempura

 Ingredients for tempura batter:
 4 cups of Ice water, one egg, and tempura flour Vegetables:

 Potato, green beans, carrot and pumpkin
 same thickness

Seafood: Shrimp cutting fivers show demo Somen noodle or harusame Dry seaweed
Oil temperature 170–180 C 330—360 F
Showing of how you know the temp of oil Drop tempura batter and center of oil deepness to back Tempura flour All purpose flour 80%, starch 19%, Baking powder 1% mix (All cooking items must keep in cold, it will make a crispy tempura)

#### Part 3) Deep-frying techniques and decoration

Tempura Decoration (Tempura paper and Yakumi) Daikon and Ginger Sauces and condiments for deep-frying items (4:1:1 - Dashi: Mirin: Soy Sauce) Tempura Donburi (Sauce 1:1:1 Dashi, Mirin, Soy)

#### Part 4) Other Deep fried Items Shrimp Kawari-age (Sarusame, Armando, Somen, others)

*Title: Donburi - Rice in a Bowl with Different Toppings Class: 1* 

Part 1)	Introduction to Donburi Ingredients and utensils used for making donburi Varieties of donburi - showing books of donburi Preparation Technique and tips to make donburi
Part 2)	<b>Some common Donburi</b> Oyako-don / Gyu-don / Tekka -don / Una-Don Konoha-Don / Nishoku-don / Ten-don / Katsu-don Similarities and differences in these donburi dishes
	Main ingredients : Sauce 4 : 1 : 1 (Dashi, Mirin, Soy) Prepping : Yellow onion, Green Onion
Part 3)	<b>Introduction for Nabe</b> Ingredients and utensils used for Nabe Varieties of Nabe Preparation of Nabe and technique or tips
Part 4)	Nabe Cooking Uo chiri (Sea food Nabe) Negima-nabe (Tuna & Onion) Milk-nabe (New style nabe by milk)
Part 5)	<b>Condiments and sauces</b> Ponzu sauce Yakumi Green onion (Sarashi-negi) Momijioroshi ( Daikon & Chili paste )
Part 6)	Shabu Shabu Ponzu and Sesame dipping souces Vegetable Decoration Shabushabu Beef decoration
Part 7)	Sukiyaki soy and sugar by taste (Raw egg dipping) Vegetable Decoration Shabushabu Beef decoration

Title: Sushi rice—Part 1 Class: 1

Part 1)	History and origin of sushi - lecture	
Part 2)	Preparing sushi rice Ingredients and utensils used to make sushi rice Sushi mixture (sushi-zu) Rice for sushi Washing 1-3 minutes Rinsing more then 6 times Drying minimum 20-30 minutes Cooking 45 minutes	
Part 3)	<b>Varieties of sushi</b> Nigiri-zushi / Inari-zushi / Chirashi-zushi / Maki-zushi / Tsutsumi-zushi / Hako-zushi Ingredients used for each sushi	
Part 4)	Cutting Vegetable Cucumber — Estimate amount of cutting Avocado — Estimate amount of cutting	
Part 5)	Sushi bar set-up	
	Wasabi — powder and water Temi-zu — Vineger and water 1:9 Seaweed — Cutting half size Whet towel — must clean all the time Sesame- Tasted	
Part 5)	Basic Rolls Ingredients and equipment used for rolls Making basic rolls Cucumber roll (Seaweed outside) California Roll (Rice outside)	
	Basic 6 rice movements	

Daily Class Schedule 15

*Title: Basic roll making– Part 1 Class: 1* 

Part 1) Basic Roll Demonstration by the instructor

Basic Sushi Rice Prep Basic Roll Making Practice Basic 6 Steps Rice Movement Practice

### Making 2 rolls in 2 minutes and cutting with decoration in 3 minutes

- Part 2) Cucumber roll Rice inside roll Kappa Maki (using 50% of seaweed)
- Part 3) California Roll Rice outside roll
- Part 4) Learning how to cut roll and decoration

How to cut 6 pieces How to decorate rolls Basic 4 ways decoration Basic 3 ways, 2 ways, one way decoration

Daily Class Schedule 16

*Title: Basic roll making—Part 2 Class: 1* 

Part 1) Basic roll Demonstration by the instructor

Basic Sushi Rice Prep Basic Roll Making Practice Basic 6 Steps Rice Movement Practice

### Making 2 rolls in 2 minute and cutting with decoration in 3 minutes

Part 2)	Spicy Tuna Roll Spicy Tuna Sauce Mayonnaise 60% Tobanjan 35% Chili Sesami Oil 5% Chili Pepper 5%
Part 3)	<b>Philadelphia Roll</b> Cream Cheese Salmon Red Onion Caper
Part 4)	Salmon Skin Roll Grilled Salmon Skin Yamagobo Kaiware Daikon Cucumber Bonito flakes: outside

Daily Class Schedule 17

*Title: Basic roll making - Part 3 Class: 1* 

Part 1) Basic Roll Demonstration by the instructor

Basic Sushi Rice Prep Basic Roll Making Practice Basic 6 Steps Rice Movement Practice

### Making 2 Rolls in 2 minutes and cutting with decoration in 3 minutes

- Part 2) Crunchy Roll Tempura Shrimp Eel Sauce Seaweed powder
- Part 3) Caterpillar Roll Cucumber Fresh Water Eel Sea Ell Half Avocado slice : over the roll
- Part 4)
   Rainbow Roll

   5 types of fish, cover the roll

   Tuna

   Shrimp

   Salmon

   White Fish

   Yellowtail
  - Western corn style temaki Japanese style temaki Shiso maki Plum roll (End of meal recommend)

Daily Class Schedule 18

*Title:* Basic roll making Part –4 Class: 1

Part 1) Basic Roll Demonstration by the instructor

Basic Sushi Rice Prep Basic Roll Making Practice Basic 6 Steps Rice Movement Practice

### Making 2 rolls in 2 minutes and cutting with decoration in 3 minutes

Part 2)	Spider Roll Deep Fried Soft Shell Crab Avocado Kaiware Daikon Masago (Smelt Eggs) Seaweed Vertical Roll
Part 3)	Dragon Roll Avocado Cucumber 4 pieces of sliced Fresh / Water Eel Or Sea Eel over the roll Or Eel sauce over the roll

## *Title: Japanese Desserts & Tofu dishes Class: 1*

Part 1)	Introduction to Japanese desserts Typical ingredients used for Japanese desserts Tool and equipment for dessert making Dessert varieties Cold vs. Hot desserts Visual presentation of Japanese desserts (books and photographs)
Part 2)	Making desserts Tempura ice-cream / Shiratama Zenzai and other
Part 3)	<b>Fruit decoration</b> Learning cutting and decoration
Part 4)	Shiratama dessert Rice starch with water and boiling White color and green tea powder for green Served with Kinako ( tasted soy bean powder ) Sweet beans
Part 5)	<b>Tempura ice cream</b> Wrapped ice cream by pan cake and keep in freezer Heavy side of tempura batter dip and deep fried 180C or 360F in 1 minute Served with decoration of orange cup
Part 6)	<b>Osechi Ryori</b> Japanese traditional new years food Showing book of traditional new year cooking

Daily Class Schedule 20

*Title: Final skill and examination Graduation Class: 1* 

Part 1)	Skill testing by	Cutting skill Decoration skill Creativity skill
Part 2)	Final examination	
	100 questions test	
Part 3)	Graduation requires	

Final skill test must above B grade Final examination must above 80 points

