

Course Syllabus

Department : Culinary Arts and Foodservice Management
Course Title : Dining Room Management
Section Name : RSTO 1204
Start Date : 01/24/2013
End Date : 05/09/2013
Modality : Face-to-Face
Credits : 2

Instructor Information

Name : JB Ward
OC Email : jward@odessa.edu
OC Phone # : 432-335-6867

Fall Office Hours:

M,W 2:00-2:50 or by appointment

Monitored and open labs available daily. Help from the instructor is available at your request. Appointments can be set up or you may contact instructor during office hours. Tutoring is available through the LRC.

Course Description

Introduces the principles, concepts, and systems of professional table service. Topics include dining room organization, scheduling, and management of food service personnel.

Prerequisites/Corequisites

None

[ICO](#)

(1,5)

Course Objectives

Identify and utilize equipment and supplies used in table service

Specify the five types of table service and the serving sequence for each type of service

Properly prepare dining room and side station for service

Explain the relationship of waitstaff to customers and their perception of the establishment

Employ principles of dining room organization, scheduling, and management of food service personnel.

Required Readings/Materials

Course Requirements (Lectures, Assignments and Assessments)

DATES	ASSIGNMENT	DESCRIPTION
1/24	Introduction	
1/31	Service Profession, Equipment and materials	Lab 1
2/7	The Bar and Menu	Lab 2
2/14	Rules, Techniques, and Styles	Lab 3
2/21	Breakfast and Banquets	Lab 4
2/28	Cost control and payment	Lab 5
3/7	Beverages	Lab 6 (Exam I)
3/12	Service	Lab 7
3/19	Service	Lab 8
3/26	Service	Lab 9
4/2	Service	Lab 10
4/9	Service	Lab 11
4/16	Service	Lab 12 (EXAM II)
4/23	Service	Lab 13

4/30	Service	Lab 14
5/7	Service	Lab 15

Grading Policy

Quizzes 20%

Exams 40%

Lab Participation 20%

Attendance 20%

Total Points:

90-100 A

80-89 B

70-79 C

60-69 D

Special Needs

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Learning Resource Center (Library)

The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the ["Ask a Librarian"](#) service provide additional help.

Student E-mail

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

Student Portal

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

DISCLAIMER: Each student is responsible for checking the syllabus frequently as it will be updated as often as needed.