

# Course Syllabus

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<b>Department</b>	: Culinary Arts and Foodservice Management
<b>Course Title</b>	: Purchasing For Hospitality Operations
<b>Section Name</b>	: RSTO 1325
<b>Start Date</b>	: 08/29/2012
<b>End Date</b>	: 12/13/2012
<b>Modality</b>	: Face-to-Face
<b>Credits</b>	: 3

## Instructor Information

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<b>Name</b>	: JB Ward
<b>OC Email</b>	: jward@odessa.edu
<b>OC Phone #</b>	: 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

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Study of purchasing and inventory management of foods and other supplies to include development of purchase specifications, determination of order quantities, formal and informal price comparisons, proper receiving procedures, storage management and issue procedures. Emphasis on product cost analysis, yields, controls and record keeping at each stage of the purchasing cycle.

ICO 2, 3, 4, 5

## Prerequisites/Corequisites

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None

(2, 3,4,5)

### **Course Objectives**

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Identify all of the functions associated with stewarding.

Identify and utilize the equipment and resources necessary for effective purchasing, receiving and issuing of consumable and non-consumable items..

\* Organize the storage areas for effective receiving, storage and issuing of food and non-food items

\*Monitor the storage facilities in a clean, safe and sanitary fashion.

\*Compile food and non-food specifications for all products utilized by the foodservice operation.

Order food and non-food items using a standardized process

Receive ordered goods which correlate with purchasing orders.

Store delivered goods in appropriate storage areas.

\*Dispense requisitioned food items in accordance with standard procedures, keeping an accurate account of number of items issued from stores and the unit and extended costs.

Conduct a physical inventory of storage areas and reconcile with perpetual inventory

\*Explain how stewarding is similar to banking and the accounting processes.

Interpret intake and output functions for food service inventories.

Devise strategies to report the dollar value of inventories on hand and dispensed.

Design reporting procedures to check and balance the flow of inventory dollars.

\*INDICATES INTEGRATED, CORE CURRICULUM SKILLS

(Math, Reading, Communication, Technological Literacy and/or Critical Thinking)

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### **Required Readings/Materials**

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**Required** readings/materials:

Purchasing; Selection, and procurement for the hospitality industry, Feinstein and Stefanelli 8<sup>th</sup> edition

## Course Requirements (Lectures, Assignments and Assessments)

DATES	ASSIGNMENT	DESCRIPTION
8/29	Chapters 1-2	Selection, procurement, and technology
9/5	Chapters 3-4	Distribution systems
9/12	Chapters 5-6	Purchasing function and organization ( <b>Menu 1</b> )
9/19	Chapter 7	Buyer relations
9/26		<b>EXAM I</b>
10/3	Chapter 8	Purchase specification ( <b>Menu 2</b> )
10/10	Chapter 9-12	Optimal amount, price, and payment and supplier
10/17	Chapter 13-14	Ordering and receiving ( <b>Menu 3</b> )
10/24	Chapter 15-16	Storage and security
10/31		<b>EXAM II (Menu Due)</b>
11/7	Chapters 17-20	Produce, grocery, dairy and eggs
11/14	Chapters 21-23	Poultry, fish, and meat
11/28	Chapter 24-25	Beverages and nonfood
12/5	Chapters 26-27	Services and furniture <b>PROJECT DUE</b>
12/12		<b>FINAL EXAM</b>

## Grading Policy

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1. Course Project 30%
2. Examinations 45%
3. Quizzes 10%
4. Attendance 15%

### Total Points:

90-100	A
80-89	B
70-79	C
60-69	D

## Special Needs

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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)

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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

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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

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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

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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](https://www.odessa.edu/dept/ssc/helpdesk_form.htm).

## Important School Policies

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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.**