

El Paso Community College
Syllabus
Part II
Official Course Description

SUBJECT AREA TITLE	<u>Health Services/Allied Health/ Health Sciences, General</u>
COURSE RUBRIC AND NUMBER	<u>FDNS 2300</u>
COURSE TITLE	<u>Food Management Systems</u>
COURSE CREDIT HOURS	<u>3 3 : 1</u> Credits Lec Lab

I. Catalog Description

Introduces aspects of the organization and management of institutional food service systems. Includes menu planning and evaluation, purchasing, receiving and storage of food supplies, inventory control, sanitation and safety, and quality assurance. A grade of "C" or better is required in this course to take the next course. (3:1).

II. Course Objectives

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

- A. Describe organizational structure, the flow of authority, linking process, and employee scheduling in a dietetic facility from a systems approach.
- B. Classify food service systems and explain food product flow in each type.
- C. Outline the U.S. food distribution system and government regulations.
- D. Describe Hazard Analysis and Critical Control Points Program (HACCP) and how the steps relate to risk management in a foodservice system.
- E. Describe continuous quality improvement principles in a foodservice system and the total quality paradigm in relation to employee recruitment and management.
- F. Identify food quality characteristics and measures as they apply to the basic principles of food preparation.
- G. Classify food distribution systems and discuss the process of distribution as it relates to food quality, product safety, customer recognition and satisfaction, and achievement of nutritional goals.
- H. Outline food procurement and storage systems to include forecasting, procurement procedures, inventory control, security, and food safety.
- I. Describe and analyze menus and write menus according to basic menu planning principles designed to achieve specific goals and customer satisfaction.
- J. Define portion control, identify institutional serving and measuring utensils, and adjust recipes for quantity food production.
- K. Identify and convert units of measure.
- L. Describe the various issues associated with personnel management, i.e., interviewing, hiring, counseling, staffing, training, and monitoring of employees.
- M. Participate in time management activities.
- N. Identify can sizes.
- O. Classify and describe various food production systems and identify materials which each system requires to be maintained and organized in files.
- P. Discuss disaster-planning principles.
- Q. Participate in a facility layout and design activity.

- R. Identify data, which is required for recordkeeping and analysis and review computer software utilizing by local agencies/facilities to maintain these records.
- S. Perform calculations required for purchasing, budgeting, work and production schedules, inventory, standardizing recipes, and chemical dilutions.
- T. Identify local, state, and federal food safety and sanitation regulations and provide employee training and inservices related to these regulations and risk management.

III. THECB Learning Outcomes (WECM)

1. Describe organizational structure, flow of authority, employee scheduling in dietetic facilities.
2. Recall/convert units of measure; and identify can sizes.
3. Classify and describe various food production systems.
4. Classify food service systems
5. Define portion control.
6. Identify institutional serving and measuring utensils.
7. Describe/analyze/write menus.
8. Outline U.S. food distribution systems and governmental regulations.
9. Outline food procurement and storage systems.
10. Outline inventory systems.
11. Describe HACCP and safety regulations.
12. Recall disaster planning principles.
13. Describe continuous quality improvement principles.
14. Identify food quality characteristics and measures.

IV. Evaluation

A. Pre-assessment

Successful completion of Math 1332 and CULA 1305 with a grade of “C” or better. Instructors may check each students prerequisite the first week of class; those who do not qualify should be sent back to admissions.

B. Post-assessment

The instructor will maintain a continuous record of each student's progress on an institutionally approved grade sheet or computerized substitute. All instructors must keep records in such a way that information would be clear to a second party having to check grade computation in special cases. An explanatory legend should be provided on the grade sheet.

C. Examinations: 45-50% of Grade

There will be a minimum of three examinations for the class. Examinations given during finals week may be in the form of a unit exam or comprehensive exam.

D. Written Assignments: 45-50% of Grade

Students should complete projects which reflect the course objectives. These are examples of such projects:

1. Menu Project to include the development of a one-week menu with rationale, standardized and costed recipes, and costed menu and a nutritional analysis for one day of cycle for an institutional food service operation.
2. Production Worksheet Project to include the development of a production worksheet supported by adjusted standardized recipes, product labels, and resources to support portioning, forecasted quantities, and preparation schedules. Participation in a production meeting during a clinical rotation will be included in this assignment.

E. Grading Percentages

Weighting of examinations and written assignments may be devised by the individual instructor. Grades will be rounded to the nearest 10th of a percent.

F. Grading Scale

A = 89.5 – 100
B = 79.5 – 89.4
C = 69.5 – 79.4
D = 59.5 – 69.4
F = 59.4 – below

G. Remediation

At the instructor's discretion, students may be allowed to rewrite papers or retest for a higher grade.

V. Disability Statement (American with/Disabilities Act [ADA])

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

VI. 6 Drop Rule

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.