

# El Paso Community College

## Syllabus

### Part II

## Official Course Description

|                                 |   |
|---------------------------------|---|
| <b>SUBJECT AREA</b>             | <u>Culinary Arts and Related Sciences</u>                       |
| <b>COURSE RUBRIC AND NUMBER</b> | <u>RSTO 1325</u>  |
| <b>COURSE TITLE</b>             | <u>Purchasing for Hospitality Operations</u>                    |
| <b>COURSE CREDIT HOURS</b>      | <u>3                      3                      :</u> <u>1</u> |
|                                 | Credits                      Lec                      Lab       |

### I. Catalog Description

Studies 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. Emphasizes product cost analysis, yields, pricing formulas, controls, and record keeping at each stage of the purchasing cycle. **Prerequisites: MATH 1332 and CHEF 1305. (3:1). Lab fee.**

### II. Course Objectives

- A. Unit I. Purchasing Systems, Distribution, and Supplier Selection
  - 1. Explain the key points of value.
  - 2. Describe the goals and benefits of effective purchasing.
  - 3. Compare the styles of purchasing.
  - 4. Explain the key elements in the procurement channel of distribution
  - 5. Describe the importance of supplier selection
  
- B. Unit II. Supplier Relations, Requisitions, and the Role of Management
  - 1. Define common terms related to ethical standards
  - 2. Describe ways in which buyers and suppliers are obligated to each other
  - 3. Differentiate between a requisition and a purchase requisition
  - 4. Describe the roles of management and/or purchasing staff
  
- C. Unit III. Purchasing Follow-up, Storage, Payment, and Evaluation
  - 1. Define and describe receiving essentials and procedures
  - 2. Explain storage essentials and procedures
  - 3. Explain the accounting process involved in purchasing
  - 4. Define and describe purchasing evaluation
  
- D. Unit IV. Quality Requirements, Purchase Quantities, Yields, and Inventories
  - 1. Explain the importance of quality
  - 2. Describe purchase specifications
  - 3. Explain the process in the make-or-buy analysis
  - 4. Explain and describe product yield and the effects on purchasing
  - 5. Define inventory systems and control
  
- E. Unit V. Meat Products, Fish, and Shellfish
  - 1. Describe the economic factors that influence the production, supply, and pricing of meat.
  - 2. Explain the major legislation affecting the meat industry
  - 3. Describe the basic factors involved in processing carcasses
  - 4. Describe the fishing industry as a worldwide enterprise
  - 5. Cite distribution and market forms for fish and shellfish

- F. Unit VI. Produce
  1. Differentiate between fruits and vegetables
  2. Cite the different parts of a plant that are considered vegetables
  3. Describe the different processed fruits and vegetables
  4. Describe USDA Grade standards for most fresh fruits and fresh vegetables
- G. Unit VII. Poultry, Eggs, and Dairy
  1. Differentiate among types of chicken and turkey, describing their major characteristics
  2. Describe other poultry and game birds of importance to the hospitality industry
  3. Summarize the major areas of legislation affecting the dairy industry
  4. Summarize factors which affect the pricing of dairy products
- H. Unit VIII. Dry Goods, Convenience Foods, Specialty Food Items, and Beverages
  1. Describe the major categories of dry goods
  2. Describe and evaluate convenience foods versus non-convenience foods.
  3. Summarize the different types of specialty food items
  4. Outline non-alcoholic beverages
  5. Outline alcoholic beverages
- I. Unit IX. Supplies, Services, and Equipment
  1. Differentiate between FOH and BOH supplies
  2. Outline office and cleaning supplies
  3. Summarize the different POS systems, merchant services, and other technology
  4. Describe capital equipment purchasing needs

### **III. THECB Learning Outcomes (WECM)**

1. Explain market factors affecting cost and availability of goods including seasonality, supply and demand, distribution channel costs, and quality levels.
2. Describe the mechanics of purchasing including food and supply sources, formal and informal bid procedures, on-line computer purchasing, and legal and ethical considerations.
3. Explain inspection and grading of foods and the various designations of quality.
4. Conduct yield and quality tests.
5. Write effective purchase specifications.
6. Conduct proper receiving procedures assuring conformity of goods with specifications, prices with quotations, and quantities received with quantities ordered.
7. Explain inventory management principles including stock rotation, proper storage conditions, and effective issue procedures.

### **IV. Evaluation**

#### **A. Pre-assessment**

Instructors should check each student's prerequisites the first week of class; those who do not qualify should be sent back to Admissions. Students should pass any applicable safety tests during the first week. The instructor should counsel students regarding specific safety issues.

#### **B. Challenge Exam**

Students who wish to challenge the course should contact the Testing Center and the Instructional Dean. Challenges must be accomplished before the census cut-off date. Students who have previously received a W or a letter grade for the course are not eligible to challenge this course.

#### **C. Post-Assessment**

1. 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.

2. The evaluation of work should be based on the student's mastery of the assigned objectives. In addition to Purchasing projects, the instructor may require quizzes and exercises on math, terminology, and use of tools. The instructor may also require researching of purchasing topics.

It is essential that student do assignments throughout the semester. These units are to be seen as overlapping and intertwined with one another.

Any projects will be devised at the instructor's discretion. Instructors are strongly encouraged to require that recipe research be typed or composed on a word processor or computer.

#### D. Final Examination

A final examination is required in all Culinary and Restaurant Management classes. The exam should consist of (or at least include) a written test and/or a hands-on preparation given in class/lab during the scheduled final examination period.

If the instructor determines the final Purchasing project and/or written exam do not reflect a satisfactory mastery of the course objectives, the exam may be used as a justification for failing the student for the course. In such cases, it is advisable to have one other instructor confirm the evaluation of the work.

If the instructor judges that the final Purchasing project and/or written exam meet the course objectives satisfactorily, the work will be graded and may be averaged in with the other course work to determine the course grade.

#### E. Grading Percentages

Grade percentages for determining the course grade may be devised by the individual instructor, but the in-class projects will account for at least 70% of the student's grade. At the instructor's discretion, the grade for the final exam may be averaged as part of the 70%.

#### F. Remediation

At the instructor's discretion, students may be allowed to retest for higher grades. Students seeking additional help may obtain tutoring assistance from the Chef Instructor as time permits.

#### G. Grading Scale:

|              |                         |
|--------------|-------------------------|
| A = 90 – 100 | I = Incomplete          |
| B = 80 – 89  | W = Withdrew/ Withdrawn |
| C = 70 – 79  |                         |
| D = 60 – 69  |                         |
| F = below 60 |                         |

### V. **Disability Statement (Americans 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.