

El Paso Community College

Syllabus

Part II

Official Course Description

SUBJECT AREA	<u>Culinary Arts and Related Sciences</u>
COURSE RUBRIC AND NUMBER	<u>RSTO 2405</u>
COURSE TITLE	<u>Management of Food Production and Service</u>
COURSE CREDIT HOURS	<u>4 2 :</u> Credits Lec. Lab

I. Catalog Description

A study of quantity cookery and management problems pertaining to commercial and institutional food service, merchandising and variety in menu planning, and customer food preferences. Includes laboratory experiences in quantity food preparation and service. **Prerequisite: HAMG 1321. (2:4). Lab fee.**

II. Course Objectives

A. Unit I. Foodservice Systems Model

- 1) Analyze food service operations using foodservice system model, including the inputs and outputs of the model.
- 2) Identify the foodservice industry and operating practices
- 3) Explain the efforts of sustainability in the foodservice operations
- 4) Outline menu trends, presentations, patterns, structure, and costing
- 5) Identify styles of menus and factors in menu planning

B. Unit II. Establishing Food Production Procedures

- 1) Explain three forecasting quantity methods used in the foodservice industry
- 2) Outline a production schedule
- 3) Distinguish recipe conversion factors
- 4) Identify foodservice equipment and describe its use
- 5) Describe procedures for reducing energy consumption

C. Unit III. Distribution

- 1) Explain the distribution and service subsystem
- 2) Identify the styles of service that make up the foodservice industry
- 3) Explain the differences between centralized and decentralized distribution
- 4) Explain the advantages and disadvantages of using various methods of distribution

D. Unit IV. Product Identification

- 1) Outline food grading and explain the importance of government regulations
- 2) Explain food inspections as pertaining to government regulations
- 3) Identify various types, grades, packaging, and standards of items used for food production
- 4) Explain the methods for grading a variety of foods and compare and contrast using higher graded foods over using lower grades
- 5) Determine the procedures for choosing vendors
- 6) Identify the procedures for accepting products from vendors

- E. Unit V. Quality in Food Production
 - 1)Outline dry heat cooking methods and identify the standards for each method
 - 2)Explain moist heat cooking methods and identify the standards for each method
 - 3)Identify combination cooking methods and explain the standards for each cooking method
 - 4)Outline the steps needed for consistent food production
 - 5)Identify the steps in preserving foods after preparation
 - 6)Identify garnishes and explain the use of functional garnishes.

- F. Unit VI. Food Production in Quantity
 - 1)Compare and contrast the two styles of delivering food production in quantity
 - 2)Identify the factors that influence quantity events
 - 3)List equipment that is used for large quantity services
 - 4)Identify menus that would be used for different types of events
 - 5)List the steps used in planning for quantity events and identify potential problem areas for large events

- G. Unit VII. Management Functions in Food Production
 - 1)Outline organizational charts in several styles and organizations
 - 2)Describe theories of motivation and their application to foodservice management
 - 3)Explain multiple theories of leadership and methods of implementing change in an organization
 - 4)Identify the decision-making process and the different decisions management must make
 - 5)Describe the communication process and identify strategies for improving communication

- H. Unit VIII. Management Functions in Finances, Human Resources, and Marketing as They Relate to Food Production
 - 1)Describe the differences between the recruitment, selection, orientation, training, and performance appraisal components of human resource management
 - 2)List several laws that impact human resource management
 - 3)Outline suggestions for improved productivity
 - 4)Identify accounting principles as they relate to foodservice
 - 5)Outline a breakeven analysis and prepare a budget
 - 6)Describe target markets, market segmentation, and promotion

- I. Unit IX. Quality Control
 - 1)Outline the approaches used to achieve quality
 - 2)Identify quality standards
 - 3)List external recognitions of quality

III. THECB Learning Outcomes (WECM)

1. Develop menu plans, corresponding recipes and cost analysis, staffing, and food supply requisitions.
2. Execute menu plans using team strategy.
3. Manage relevant costs within budgetary constraints.
4. Complete pertinent administrative records.
5. Critique quantity food service operations.

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 the student's work should be based on the student's mastery of the assigned objectives. In addition to Sanitation and Safety work, the instructor may require quizzes and exercises on cooking methods, terminology, and use of tools. The instructor may also require researching of recipes.

It is essential that students 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. In addition to Sanitation and Safety work, projects may include but are not limited to the following: entrée preparation, starch and vegetable preparation, and dessert plate-ups. 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 Sanitation and Safety work 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 Sanitation and Safety work 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
B = 80 – 89
C = 70 – 79
D = 60 – 69
F = Below 60

I = Incomplete
W = Withdrew/ Withdrawn

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.

VII. Title IX and Sex Discrimination

Title 9 (20 U.S.C. 1681 & 34 C.F.R. Part 106) states the following "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The Violence Against Women Act (VAWA) prohibits stalking, date violence, sexual violence, and domestic violence for all students, employees and visitors (male and female). If you have any concerns related to discrimination, harassment, or assault (of any type) you can contact the Assistant to the Vice President for Student and Enrollment Services at 915-831-2655. Employees can call the Manager of Employee Relations at 915-831-6458. Reports of sexual assault/violence may also be reported to EPCC Police at 915-831-2200.