



SOUTH PLAINS COLLEGE

Culinary Arts Department

RSTO 1325

Purchasing for Hospitality Operations Online

Course Description: 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, pricing formulas, controls, and record keeping at each stage of the purchasing cycle.

Instructor:

Chef Natalie Osuna

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Phone: (806) 716-2583

Office Hours: By appointment, see office for office hours.

Class Hour and Room: Online-151, 152

Exam Schedule: The Final date and time is TBD.

Required Text: Controlling Foodservice Costs-W/EXAM Voucher

Author: NATL.REST'RANT

Edition: 2ND 13

ISBN: 9780866128209

Required Materials: Textbook, Online Exam Voucher

Online homework can be found under the Course Content Tab on the Blackboard Homepage. Chapter notes are also available on Blackboard.

Grading Policy:

1. There will be **no** Make-up on Homework Assignments or Exams.
2. All weekly homework assignments will be submitted online through Blackboard.
3. Individual effort must be demonstrated on all exams. Also considered inappropriate is the use of, in any fashion, a solution manual of any kind. It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of students to present as their own any work that they have not honestly performed is regarded by the faculty and administration as a serious offense and renders the offenders liable to serious consequences, possibly suspension. **Academic Dishonesty:** "At minimum, the first instance of

academic dishonesty will be submitted to Student Judicial Services and the student will receive a zero for the assignment. The second instance of academic dishonesty will be submitted to Student Judicial Services and the student will receive an F in the course and be expelled from the program”.

4. Class attendance and attention will be crucial to the student’s successful completion of this course.
5. The grading scale is as follows:

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

6. The grading will be based on the following assignment:

Homework:	40%
Quizzes:	30%
Final:	30%
	<u>100%</u>

7. If there is a problem or a dispute with a grade, it must be brought to your instructor’s attention and resolved within 5 days of the grades return. After that, it will not be considered under any circumstances.
8. If you feel you need out of class help, please visit with your professor during office hours.

Notes:

- **Your first Online homework assignments will open on Monday, August 26th and be due on Thursday, September, 5th. ALL OTHER WEEKS THROUGHOUT THE SEMESTER, QUIZZES will be available starting on Friday’s at 8am and be due by the following Thursday at 11:59pm.**
- There might be a possibility for extra credit or a bonus sometime during the semester. These extra points CANNOT raise your grade for a particular segment of your grade beyond 100%. For example, your maximum quiz average can only be 100% or test average can only be 100%.
- The **Final** for this course will be over all chapters AND will be a Certification Exam. Date and time TBD.
- If you need special accommodations, you will still have to take the test on the scheduled date of the exam. If there is a conflict, you will have to prove it to your instructor in order to take an exam at a different time.

Topics: The list of selected topics may be modified during the course of the semester. The instructor will notify the class of any changes to the topic list.

**Course Outline
HAMG 1325
Purchasing for Hospitality Operations**

Week	Assignment Open/Due Date	Topic	Assignments	Reading Assignment
1	8/26-8/29 *Nothings is due this week.	Culinary Orientation	Navigate Blackboard, Turn in Exam Vouchers	Chapter 1
2	8/30-9/5	The Importance of Cost Control	Ch. 1 Notes, Case Study, Review for Learning, Ch. 1 Quiz	Chapter 1
3	9/6-9/12	Forecasting and Budgeting	Ch. 2 Notes, Case Study, Review for Learning, Ch. 2 Quiz	Chapter 2
4	9/13-9/19	Calculating Food Cost	Ch. 3 Notes, Case Study, Review for Learning, Ch. 3 Quiz	Chapter 3
5	9/20-9/26	Determining Menu Prices	Ch. 4 Notes, Case Study, Review for Learning, Ch. 4 Quiz	Chapter 4
6	9/27-10/3	Controlling Food Costs in Purchasing	Ch. 5 Notes, Case Study, Review for Learning, Ch. 5 Quiz	Chapter 5
7	10/4-10/10	Controlling Food Costs in Receiving, Storing, and Issuing	Ch. 6 Notes, Case Study, Review for Learning, Ch. 6 Quiz	Chapter 6
8	10/11-10/17	Controlling Food Costs during Production	Ch. 7 Notes, Case Study, Review for Learning, Ch. 7 Quiz	Chapter 7
9	10/18-10/24	Controlling Food Costs during Service and Sales	Ch. 8 Notes, Case Study, Review for Learning, Ch. 8 Quiz	Chapter 8
10	10/25-10/31	Controlling Labor and Other Costs	Ch. 9 Notes, Case Study, Review for Learning, Ch. 9 Quiz	Chapter 9
11	11/1-11/7	Protecting Revenue	Ch. 10 Notes, Case Study, Review for Learning, Ch. 10 Quiz	Chapter 10
12	11/8-11/14	Field Projects	Field Projects	Field Projects
13	11/15-11/21	Review/Practice Tests	Review/Practice Tests	Review all Chapters
14	11/22-11/28	Final Exam	Final Exam	Final Exam
15	11/29-12/5	Lab Finals	Lab Finals	Lab Finals
16	12/11-12/14	Clean Up	Clean Up	Clean Up

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