

**ODESSA COLLEGE
OCCUPATIONAL AND TECHNICAL STUDIES DIVISION
CULINARY ARTS DEPARTMENT**

**201 West University
Odessa, Texas 79764**

COURSE SYLLABUS

COURSE NUMBER : RSTO 1313

COURSE TITLE : Purchasing for Hospitality Operation

CREDIT HOURS : 3
[Lecture hours: 48, Laboratory hours: 0]

PREREQUISITES : NONE

COREQUISITES : NONE

CATALOG DESCRIPTION :

Study of purchasing and inventory management of foods and othersupplies to include development of purchase specifications, determination oforder quantities, formal and informal price comparisons, proper receivingprocedures, storage management and issue procedures. Emphasis on product costanalysis, yields, controls and record keeping at each stage of the purchasingcycle. Prerequisite: None. Scans 2, 3, 5, 10

TEXTBOOK: Purchasing, selection & procurement for hospitality industry; 8th edition; Feinstien & Stefanelli.

LEARNING OUTCOMES:

After completing thiscourse the student should be able to:

- ✍ 1.0. Identifyall of the functions associated with stewarding.
- ✍ 2.0. Identifyand utilize the equipment and resources necessary for effective purchasing,receiving and issuing of consumable and non-consumable items..
- ✍ 3.0. * Organizethe storage areas for effective receiving, storage and issuing of food andnon-food items
- ✍ 4.0. *Monitor the storage facilities in a clean, safe and sanitary fashion.
- ✍ 5.0. *Compile food and non-food specifications for all products utilized by the foodservice operation.

- ✍ 6.0. Order food and non-food items using a standardized process
- ✍ 7.0. Receive ordered goods which correlate with purchasing orders.
- ✍ 8.0. Store delivered goods in appropriate storage areas.
- ✍ 9.0 *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.
- ✍ 10.0 Conduct a physical inventory of storage areas and reconcile with perpetual inventory
- ✍ 12.0 *Explain how stewarding is similar to banking and the accounting processes.
- ✍ 12.0.1 Interpret intake and output functions for food service inventories.
- ✍ 12.0.2 Devise strategies to report the dollar value of inventories on hand and dispensed.
- ✍ 12.0.3 Design reporting procedures to check and balance the flow of inventory dollars.

COURSE REQUIREMENTS:

Credit will be given for ONLY those quizzes and the comprehensive examination completed on assigned days, unless you make **prior** arrangement with the instructor.

ACADEMIC ETHICS:

1. **You will be provided with a daily laboratory and production schedule which will tell you what must be prepared within the time frame of the class session. It is expected that you will prepare recipe cards with the correct conversions for desired quantities. You must organize your work task assignments with emphasis on assembly, weighing, following proper construction principles, cooking and determining the degree of doneness. You are expected to do the outside readings as provided on the reading schedule. Cell phones may be kept on vibrate for emergencies only, texting and talking on the phone during class is not permitted, and will affect your grade.**
2. Students are required to come to class in their uniform (chef jackets, pants, and hat). Also **cursing** in class will not be tolerated, students caught cursing will be given a **warning**, if they persist they will be **sent home**. All students are also required to attend all classes and are only allowed **3 absences** in the program, after the 3rd absence they will have to retake the class.

ATTENDANCE POLICY:

Your attendance is the greatest predictor of your success. **Student attendance at EVERY class is expected.** You should expect that each absence will adversely affect your course grade. Please see the instructor regarding anticipated absences or conflicts due to college sponsored activities.

STUDENT ASSISTANCE:

The following resources are available to assist you in successful completion of this course:

Hospitality Supervision

- A. **Tutoring Center Services** – call 335-6878 or stop by LRC 301
1. Peer Tutoring Available

**ODESSA COLLEGE
CULINARY ARTS**

**201 West University
Odessa, Texas 79764**

INSTRUCTOR : Paul Porras
Office Phone : 335-6320
Laboratory Phone : 335-6324
E-Mail : pporras@odessa.edu

COURSE NUMBER : RSTO 1325

COURSE TITLE : Purchasing for Hospitality Industry

ALL STUDENTS ARE EXPECTED TO:

1. Take all of the course quizzes and the comprehensive examination.
 2. Complete all laboratory and production assignments.
 3. Attend all class sessions.
 4. Exhibit a professional attitude towards their assigned duties, kitchen equipment and classmates at all times.
- ** Make-up quizzes are customized for you. I would advise you to take the original quiz instead of a make-up quiz.

METHOD OF EVALUATION

GRADING CRITERIA:

- | | |
|-----------------------|-----|
| 1. Comprehensive exam | 20% |
| 2. Course Project | 30% |
| 3. Examinations | 30% |
| 4. Quizzes | 20% |

COURSE REQUIREMENT DEADLINES:

Credit will be given for ONLY those quizzes and the comprehensive examination completed on assigned days, unless you make **prior** arrangement with the instructor.

ATTENDANCE POLICY:

See policy in the **COURSE SYLLABUS**

Note: Students who leave class early will not receive full credit for WORK ETHICS for that class period.

WORK ETHICS:

The student is expected to:

1. Be on time for all classes and laboratories.
2. Be prepared for all classes and laboratories.
3. Be in appropriate attire for classes and laboratories.
4. Maintain work assigned area in an orderly and sanitary condition.
5. Refrain from unwarranted conversations, horseplay or otherwise distracting conduct.
6. Perform clean-up as a member of a team.
7. Cooperate with classmates and functions as a member of a team.

IMPORTANT NOTE TO STUDENTS:

It is the policy of this instructor to help you complete this course. If you believe that you cannot complete this class due to medical, family, financial, social, job related or other problems or conflicts, you should see your instructor to discuss your options **PRIOR TO THE FINAL DROP DATE.**

Week 1

**Topic/Overview: This week focuses on
Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
The concept of selection & procurement, Technology applications in prchasing	read/ discussio n		TB/

Week 2

Topic/Overview: This week focuses on

Item(Name)	Type	Description	Due
distribution systems, Forcews affecting the distribution systems	read / discussio n		TBA

Week 3

Item(Name)	Type	Description	Due
An overview of the purchasing function, the organization & administration of purchasing	read / discussion		TBA

Week 4

Item(Name)	Type	Description	Due
the buyers relations with other company personnel, the purchasespecification: an overall view	read / discussion		TBA

Week 5

Item(Name)	Type	Description	Due
The optimal amount, The optimal price	read / discussion		TBA

Week 6

Item(Name)	Type	Description	Due
The optimal payment policy, the optimal supplier	read / discussion		TBA

Week 7

Item(Name)	Type	Description	Due
typical ordering procedure, typical receiving procedure	read / discussion		TBA

Week 8

Item(Name)	Type	Description	Due
typical storage management procedures, security in the purchasing function	read / discussion		TBA

Week 9

Item(Name)	Type	Description	Due
fresh produce, processed produce & other grocery items	read / discussion		TBA

Week 10

Item(Name)	Type	Description	Due
dairy products, eggs	read / discussion		TBA

Week 11

Item(Name)	Type	Description	Due
poultry	read / discussion		TBA

Week 12

Item(Name)	Type	Description	Due
Fish & Meat	read / discussion		TBA

Week 13

Item(Name)	Type	Description	Due
beverages & nonfood expence items	read / discussion		TBA

Week 14

Item(Name)	Type	Description	Due
Services & furniture, fixtures, & equipment	read / discussion		TBA

Week 15

Item(Name)	Type	Description	Due
review for final	read / discussion		12/02/10

Week 16

Item(Name)	Type	Description	Due
FINAL EXAM			TBA