Course Outline

Course Number: HOS 203  
Course Title: Hospitality Purchasing  
Credits: 3

Hours:  
lecture/Lab/Other: 3

Pre-requisites: HOS 111

Catalog description:
Students will have an understanding of accepted practices for receiving, storing, and issuing of food, and nonfood, products in the hospitality industry. The course includes information on purchasing major equipment, small wares, tableware, textiles, and vendor services, as well as information about the use of computer software for use in purchasing by the hospitality industry.

Is course New, Revised, or Modified? Revised Spring 2013

Required texts/other materials:

* Purchasing for Food Service Managers  
  M.C. Warfel and Marion L. Cremer  
  McCutchan Publishing Corporation  
  ISBN: 0-8211-2279-7

* How Much to Buy: A Foodservice Purchasing Workbook  
  Robert A. Ulm  
  1994  
  Prentice Hall  

* Cooks’ Ingredients  
  Philip Dowell, Adrian Bailey, Elisabeth Lambert Ortiz, Helena Radecka  
  1980  
  William Morrow and Company, Inc.  
  ISBN: 0-688-03681-3  
  (Note: This text is optional.)

Revision date: Spring 2013  
Course coordinator: Frank Benowitz (609)570-3579, BS116 benowitt@mccc.edu

Revised: 10/2008
Information resources: (Describe the primary information resources that support the course, including books, videos, journals, electronic databases, websites, etc. To request new materials for your course, use the library request form at: www.mccc.edu/student_library_course_form.shtml)

None Required

Other learning resources: (Describe any other student learning resources that are specific to this course, including any special tutoring or study group support, learning system software, etc.)

None Required

Method of Evaluation – Your performance evaluation is based upon:

I. Units of Measurement Quiz 05%
II. Four Progress Tests
   a) Test 1 – Chapters 1 – 7 15%
   b) Test 2 – Chapters 8 – 12 15%
   c) Test 3 – Chapters 13 – 16 15%
   d) Test 4 – Chapters 17 – 25 30%
III. Workbook Assignments / Class Projects 15%
IV. Attendance / Class Participation 05%

Grade Scale: 100% - 93% = A
             92% - 90% = A-
             89% - 87% = B+
             86% - 83% = B
             82% - 80% = B-
             79% - 77% = C+
             76% - 70% = C
             69% - 60% = D
             59% - 0% = F

Special Needs – If there is any student in this class who has special needs because of learning disabilities, or other kinds of disabilities, please feel free to come and discuss this with me. You may also speak with Arlene Stinson, the Coordinator of Special Services, whose office is in room SC 243.

Academic Integrity Statement – Mercer County Community College is committed to Academic Integrity – the honest, fair, and continuing pursuit of knowledge, free from fraud or deception. This implies that students are expected to be responsible for their own work, and that faculty members will take reasonable precautions to prevent the opportunity for academic dishonesty.

The college recognizes the following general categories of violations of Academic Integrity, with representative examples of each. Academic Integrity is violated whenever a student:
a) **Uses or obtains unauthorized assistance in any academic work.**
   - Copying from another student’s exam.
   - Using notes, books, or aids of any kind during an exam when prohibited.
   - Stealing an exam or possessing a stolen copy of an exam.

b) **Gives fraudulent assistance to another student.**
   - Completing an academic activity or taking an exam for someone else.
   - Giving answers to or sharing answers with another student during an exam.
   - Sharing answers during an exam by using a system of signals.

c) **Knowingly represents the work of others as his/her own, or represents previously completed academic work as current.**
   - Submitting a paper or other academic work for credit, which includes words, ideas, data, or creative work of others without acknowledging the source.
   - Using another author’s words without enclosing them in quotation marks, without paraphrasing them, or without citing the source appropriately.
   - Presenting another individual’s work as one’s own.
   - Submitting the same paper or academic assignment to another class without the permission of the instructor.

d) **Fabricates data in support of an academic assignment.**
   - Falsifying bibliographic entries.
   - Submitting any academic assignment, which contains falsified or fabricated data or results.

e) **Inappropriately, or unethically, uses technological means to gain academic advantage.**
   - Inappropriate or unethical acquisition of material via the Internet.
   - Using hidden devices for communication during an exam.

Each instructor is authorized to establish specific guidelines consistent with this policy.

**Consequences for violations of Academic Integrity** – For a single violation, the faculty member will determine the course of action to be followed. This may include assigning a lower grade on the assignment, assigning a lower final course grade, failing the student in the course, or other penalty appropriate to the violation. In all cases, the instructor shall notify the Chairperson of the Academic Standards Committee of the violation, and the penalty, imposed.

When two (or more) violations of Academic Integrity are reported on a student, the Academic Standards Committee may impose disciplinary penalties beyond those imposed by the course instructors. The student shall have the right to a hearing before the Academic Standards Committee or a designated subcommittee thereof.

**Appeals** – The student has the right to appeal the decision of the instructor, or the Academic Standards Committee. Judicial procedures governing violations of Academic Integrity are contained in the Student Handbook.
Professionalism – Upon entering this class you become a professional. You will be expected to be courteous both verbally and in your demonstrated behavior. Sexual harassment of any fellow student will not be tolerated (See the attached Sexual Harassment Policy Statement). Please make every attempt to come to all class sessions. You should try to arrive on time and stay until the end of class unless you have notified the instructor you are leaving early. There may be a time when you are unavoidably late for class, or must leave early, in that case please choose a seat near the room entrance. Once the class session has begun, please do not leave the room and re-enter unless it is an emergency. If you miss a class you are still responsible for all material covered, for announcements made in your absence, and for acquiring any materials that may have been distributed in class. It is important to stay focused on the class discussion. For this reason, only one person at a time should be speaking. Side conversations are distracting for surrounding students and the instructor.