Course Outline

Course Number: HOS 203  
Course Title: Hospitality Purchasing  
Lecture: 03 hr.  
Length: 15 Sessions  
Division: Business  
Prerequisites: None  
Credits: 03

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

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.)

Instructor:  
Phone:  
(Note: If you are unable to attend a class in which a test is to be given due to an emergency, you must call me prior to class.)

Office:  
Email: @mccc.edu

Course 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.

COURSE LEARNING OUTCOMES:

- Explain market factors and supply and demand and describe food purchasing mechanics and purchasing options
- Evaluate and apply purchasing specifications to menu items
- Demonstrate an understanding of the impact of labor cost and yield and the effect on the AP vs EP price
- Explain inventory management principles and purchasing intetrity
- Identify and analyze equipment requirements as they pertain to the menu and style of service
- Develop an understanding of viable substitutions and standardized recipes
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 79% - 77% = C+
92% - 90% = A- 76% - 70% = C
89% - 87% = B+ 69% - 60% = D
86% - 83% = B 59% - 0% = F
82% - 80% = B-

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.

Approved: Board of Trustees – May 18, 2000

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.
Weekly schedule

**Week 1**
- Part I: Basic Principles and Functions of Purchasing – Food Purchasing Dynamics, Markets and Their Functions, Food Laws and the Food Buyer (Text Chapters 1-3)
- Read Chapters 1-6

**Week 2**
- Part I: Basic Principles and Functions of Purchasing – The Purchasing Department in the Food Service Industry, The Food Service Purchasing Agent, The Mechanics of Buying (Text Chapters 4-6)
- Read Chapter 7 and 8
- **Units of Measurement Quiz**

**Week 3**
- Part I: Basic Principles and Functions of Purchasing – Purchase Specifications and Testing (Text Chapter 7)
- Part II: Cost Control as Related to Purchasing – Receiving: A Hidden Hard Spot (Text Chapter 8)
- Read Chapters 9-10
- **Test 1 – Chapters 1-7**

**Week 4**
- Part II: Cost Control as Related to Purchasing – The Storeroom: A Place to Make Money, Controls and Checklists (Text Chapters 9-10)
- Read Chapters 11-12

**Week 5**
- Part II: Cost Control as Related to Purchasing – The Computer and the Purchasing Agent, Common Market Practices: Ethical Considerations (Text Chapters 11-12)
- Read Chapter 13

**Week 6**
- Part III: Food Commodities – Meat (Text Chapter 13)
- Read Chapter 14
- **Test 2 – Chapters 8-12**

**Week 7**
- Part III: Food Commodities – Poultry and Eggs (Text Chapter 14)
- Read Chapter 15

**Week 8**
- Part III: Food Commodities – Seafood: Fresh and Processed (Text Chapter 15)
- Read Chapters 16-17

**Week 9**
- Part III: Food Commodities – Dairy Products, Convenience Foods (Text Chapters 16-17)
- Read Chapters 18-20

**Week 10**
- Part III: Food Commodities – Fresh Fruits and Vegetables, Processed Fruits and Vegetables, Groceries (Text Chapters 18-20)
- Read Chapters 21-22
- **Test 3 – Chapters 13-16**

**Week 11**
- Part III: Food Commodities – Special Dietetic Foods, Alcoholic Beverages (Text Chapters 21-22)
- Read Chapter 23

**Week 12**
- Part IV: Supplies and Services – The Big Four: China, Glassware, Flatware, and Linen (Text Chapter 23)
- Read Chapters 24-25
- **Test 4 – Chapters 17-22**

**Week 13**
- Part IV: Supplies and Services – Cleaning and Operating Supplies, Maintenance and Service Contracts (Text Chapters 24-25)

**Week 14**
- **Test 5 – Chapters 23-25**
HOS203 Hospitality Purchasing
Spring 2009 Semester

Class 1  Course Introduction/Chapters 1-3 (textbook)

Class 2  Chapters 4-6 (textbook) – please read Chapters 1-3
(workbook) – 1st Hosp. Club meeting!

Class 3  Units of Measurement Quiz/Chapter 7 (textbook)
Chapter 4  .  workbook/review for Exam #1 Chapter 8
(textbook)/Exam #1 – Chapters 1-7

Class 4  Chapters 9-10 (textbook)/Chapters 5-6 (workbook)

Class 5  Chapters 11-12 (textbook)/Chapter 7
(workbook)/review for Exam #2

Class 6  Exam #2 – Chapters 8-12 (*March 11 – Adjunct Dinner
– Extra Credit Opportunity)

Class 7  SPRING BREAK – NO CLASS

Class 8  Chapters 13-15 (textbook)

Class 9  Chapters 16-17 (textbook)/Chapter 8
(workbook)/review for Exam #3

Class 9-10  Testing Center  Exam #3 – chapters 13-16

Class 10  Chapters 18-20 (textbook)/Chapter 9 workbook

Class 11  No class – semester project – attend Sysco Food Show (Taj
Mahal, Atlantic City, NJ)*

Class 12  Chapters 21-23 (textbook)/Chapter 10 workbook

Class 13  Chapters 23 - 25 & review for Final Exam (Chapters 17-25)

Class 14  Project Due/Workbook Due/Final Exam (#4)

INSTRUCTOR CONTACT INFORMATION
HOS203 Semester Project

1. You must attend a hotel/restaurant or any approved trade show and prepare a 1-2 page report that summarizes your experience. *Please refer to the “No Class” date – you are being excused from class on the specified date to assist you in attending a hospitality trade show to further your knowledge and experience in purchasing.**

2. Your project must contain the following: an introduction paragraph, paragraph for each vendor that you choose to write about (3 vendors minimum), a copy of your name badge from the show, and a brochure/sample item from each vendor that you choose (again, a minimum of 3 vendors must be selected – they should have captured your attention and peaked your purchasing interests so that you are ready and able to write a paragraph as to why you selected that vendor for your report.

3. **Should you be unable to attend a hotel/restaurant trade show, you must inform me before Week #5 so that an alternative project can be selected. However, please try very hard to make arrangements to attend a trade show, you will certainly benefit from the experience.**