Meeting Times and Location: 
Instructor: 
Office: Office Hours: 
Telephone: Email Address: 

Catalog Course Description:
Food Purchasing is the study of the types and kinds of meat, poultry, fish, shellfish, fruit and vegetables. An analysis of specifications and techniques in purchasing fresh, frozen and canned products from commercial purveyors is presented. 2 credits; 1 lecture hour, 2 laboratory hours

Prerequisite: HRM 101

Textbooks and Other Supplies: Modern Food Service Purchasing, Robert Garlough Delmar/Cengage Learning, 2011

COURSE LEARNING OBJECTIVES:
A. Understanding of costs and sales relationships;
B. Demonstrate a complete and thorough understanding of the process involved in purchasing and ordering products for hospitality products;
C. Demonstrate a complete and thorough understanding of the management control process for hospitality products;
D. Understand the relationship between profit, and cost;
E. Demonstrate the ability to analyze specific purchase orders and requisitions and determine actions associated with these documents;
F. Exhibit an adequate knowledge and understanding of hospitality product descriptions, uses, and specifications;
G. Demonstrate a complete and thorough understanding of the selection process for hospitality products;
H. Demonstrate a complete and thorough understanding of the purchasing process for hospitality products;
I. Understand the relationship between the purchasing function and the other functions of hospitality management;
J. Demonstrate the ability to analyze specific purchasing documents.

INSTRUCTIONAL PROCESSES:

Students will:
1. Utilize purchasing and receiving business forms and the functions they represent.
2. Work as groups to determine correct portions and quantities of food products to attain a saleable price on a food service menu.
3. Strengthen analytical skills by solving cost control problems for supplied data and scenarios.
4. Evaluate standardized food and beverage recipes specifically for portion cost control.
5. Work as groups to determine purchasing performance standards for various types of hospitality establishments.
6. Write standardized product specifications for food service products
7. Develop a purchasing requisition based upon a menu scenario assignment
8. Work as groups to inspect a food service operation to determine any incorrect food storage problems.
9. Strengthen analytical skills by solving cost control problems from supplied data.

EXPECTATIONS FOR STUDENT PERFORMANCE:

The student should be able to:
1. Identify procurement and selection procedures for the hospitality industry.
2. Know the proper portion control and portion quantity evaluation techniques and apply them to realistic situations.
3. Track hospitality products from receiving to consumption.
4. Utilize the Butcher’s yield test for meats and recipes.
5. Evaluate the cost of labor versus its effect on service.
6. Perform a month-ending inventory for a food service establishment.
12. Perform a monthly food cost analysis for a restaurant.

EVALUATION AND ASSESSMENT

Three exams will be given during the semester accounting for 25%
A project scenario will be completed for 25%

COURSE CONTENT:

ASSIGNMENTS: All assignments must be handed in on time. Loss of points will result if turned in late. In-class quizzes may not be made up. Field trips are part of class requirements.

COURSE REQUIREMENTS: Lectures and exercises will be presented to give the student an awareness of food purchasing procedures and the profession. Students will be required to take 3 tests and complete a take-home project.
<table>
<thead>
<tr>
<th>WEEK</th>
<th>DATE</th>
<th>CHAPTERS</th>
<th>LESSON NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>1, 2</td>
<td>1, 2</td>
<td>Purchasing Functions; Systems; &amp; Food Laws</td>
</tr>
<tr>
<td>Week 2</td>
<td>3, 4, 5</td>
<td>3, 4, 5</td>
<td>Buying Decisions; Application of Food Science; Packaging</td>
</tr>
<tr>
<td>Week 3</td>
<td>6, 7</td>
<td>6, 7</td>
<td>The Ingredient Process; The Storeroom</td>
</tr>
<tr>
<td>Week 4</td>
<td>8, 9</td>
<td>8, 9</td>
<td>Receiving; Storage; Issuing; &amp; Cost Control – Exam/Quiz #1 Due</td>
</tr>
<tr>
<td>Week 5</td>
<td>11, 12</td>
<td>11, 12</td>
<td>Herbs, Spices, Minerals, Flavorings; Baking Supplies</td>
</tr>
<tr>
<td>Week 6</td>
<td>10, 14</td>
<td>10, 14</td>
<td>Security Issues; Poultry</td>
</tr>
<tr>
<td>Week 7</td>
<td>13</td>
<td>13</td>
<td>Meats and Offal– Exam/Quiz #2 Due</td>
</tr>
<tr>
<td>Week 8</td>
<td>15</td>
<td>15</td>
<td>Fish and Shellfish</td>
</tr>
<tr>
<td>Week 9</td>
<td>16</td>
<td>16</td>
<td>Fruits</td>
</tr>
<tr>
<td>Week 10</td>
<td>17</td>
<td>17</td>
<td>Vegetables</td>
</tr>
<tr>
<td>Week 11</td>
<td>18</td>
<td>18</td>
<td>Eggs, Dairy, &amp; Cheese – Exam/Quiz #3 Due</td>
</tr>
<tr>
<td>Week 12</td>
<td>19</td>
<td>19</td>
<td>Vegetarian and Special Dietary Products</td>
</tr>
<tr>
<td>Week 13</td>
<td>20</td>
<td>20</td>
<td>Beverages</td>
</tr>
<tr>
<td>Week 14</td>
<td>21</td>
<td>21</td>
<td>Post Script; REVIEW</td>
</tr>
<tr>
<td>Week 15</td>
<td></td>
<td></td>
<td>FINAL EXAM</td>
</tr>
</tbody>
</table>

NOTE: Fill in the blanks with the dates of each class session. This calendar is subject to change by the instructor.
ATTENDANCE POLICY

All students are expected to attend punctually every scheduled meeting of each course in which they are registered. Attendance and lateness policies and sanctions are to be determined by the instructor for each section of each course. These will be established in writing on the individual course outline. Attendance will be kept by the instructor for administrative and counseling purposes.

OTHER COLLEGE, DIVISIONAL, & DEPARTMENTAL POLICY STATEMENTS

STUDENT AND FACULTY SUPPORT SERVICES

The Distance Learning Office – for any problems you may have accessing your online courses Room C-334 201-612-5581; psimms@bergen.edu; Smarthinking Tutorial Service On Line at: www.bergen.edu/library/learning/tutor/smart/index.asp. The Tutoring Center Room L-125 201-447-7908 The Writing Center Room L-125 201-447-7908 The Online Writing Lab (OWL) On Line at: www.bergen.edu/owl The Office of Specialized Services (for Students with Disabilities) Room S-131 201-612-5270 www.bergen.edu/oss. The Sidney Silverman Library – Reference Desk Room L-226 201-447-7436

Special Note on the Tutoring Center The Henry and Edith Cerullo Learning Assistance Center encompasses the Tutoring Center, the English Language Resource Center, and the Writing Center. The website of the Learning Assistance Center is located at www.bergen.edu/pages/2192.asp. Tutoring services are available for this course in the Tutoring Center. I strongly recommend that you make use of those services as we progress through the semester. As listed above, the Tutoring Center is located in Room L-125, and its phone number is 201-447-7908. You can also make appointments for tutoring online through the BCC Virtual Campus, which is located at www.bergen.edu/pages/2864.asp. Click on the link for the "Tutoring Appointment System."


/.