



Bergen Community College  
Division of Business, Arts, and Social Sciences  
Department of Business & Hotel/Restaurant Management

**HRM 202 Quantity Food Production and Services**

Date of Most Recent Syllabus Revision: April, 2018

Course Typically Offered: **Fall**\_\_Spring\_\_Summer\_\_Every Semester\_\_Other \_\_\_\_\_

Syllabus last reviewed by: BCC General Education Committee \_\_\_\_\_ Date: \_\_\_\_\_

(Most courses need review Ad Hoc Committee on Learning Assessment \_\_\_\_\_ Date: \_\_\_\_\_

by only one of the following) **Curriculum Committee:** \_\_\_\_\_ Date: Dec., 2017

**Basic Information about Course and Instructor**

**Semester and year:**

**Course and Section Number:** Quantity Food Production and Services HRM 202

**Meeting Times and Locations:**

**Instructor:**

**Email Address:**

**Office Location:**

**Phone:**

**Departmental Secretary:** Linda Karalian, 201-447-7214, [lkalian@bergen.edu](mailto:lkalian@bergen.edu)

**Office Hours:**

**Course Description:**

**Official Catalog Course Description**

This course concentrates on the preparation and service of complete modified-buffet menus by students under the direction of a culinary instructor. Students experience all phases of an institutional food service operation through rotating laboratory assignments which include menu preparation, cooking, and service for a restaurant with a buffet catering focus.

**Hours:** Lecture [1.00]. Lab [4.00].

3 credits

**Prerequisites:** HRM 103

**Co-requisites:** None

**Cross Listed Courses:** None

## Student Learning Objectives:

As a result of meeting the requirements in this course, students will be able to:

1. Plan and execute modified buffet menus in an operating restaurant
2. Prepare and cost out food requisitions
3. Apply the goals, procedures, tasks, and responsibilities pertaining to back-of-the-house job descriptions
4. Practice leadership and interpersonal skills required to work in team-based, high energy environments among both front- and back-of-the-house employees
5. Analyze production and performance standards while holding a leadership role on a rotating basis

## Means of Assessment

The major assessment types (means of assessment) utilized in this course are graded lab participation, homework (individual), objective written tests and professionalism.

## Course Content

The course allows students to apply the foundations learned in the basic preparation course to the quantity production and service of foods in an on-campus, student-managed restaurant with special focus on buffet catering. The planning process includes supervisory experience on a rotating basis in the administrative areas addressing staffing, food production, forecasting, specification purchasing, inventory, equipment usage, and presentation. In addition, computer technology will be utilized whenever feasible in each of the administrative areas. The course includes the following mandatory components:

1. Planning and execution of a modified buffet menu
2. Fulfillment of responsibilities pertaining to various back-of-the-house positions on a rotating basis
3. Completion of paperwork typically carried out by a chef

## Course Outline and Calendar

Week	Date(s)	Topic	Chapters
1		Course Introduction, Menu Outlines and Equipment Orientation	
2		Techniques in Buffet Menu Preparation	
3 – 14		Daily Multi-Course Menu Preparation & Production for an Open Full-Service Restaurant Operation	
15		Final Examination & Lab Clean-Up	

### Notes to Students:

- 1 - Syllabus may change due to unforeseen circumstances or to take advantage of educational opportunities.
- 2 – Your instructor will update you on test dates and assignments. Please continually log on to Moodle for announcements, reminders and updates.
- 3 – Please log on to Moodle for handouts that are not distributed in hard copy form. Please also check your Bergen Community College e-mails (You may decide to filter your Bergen e-mail into your personal e-mail address).

## Special Features of the Course

In addition to daily performance in the kitchen, use of learning technologies in the course (Internet, Moodle, etc.) is necessary to help you succeed in this course and in the industry.

### **Course Texts and/or Other Study Materials**

#### **Recommended**

Gisslen, W. (2016). Professional Baking, 7<sup>th</sup> Ed. Hoboken, N.J: Wiley. ISBN: 978-1-119-19532-0

Labensky, K. (2015). On Cooking, 5<sup>th</sup> Ed. New York: Pearson. ISBN: 978-0-133-45855-8

### **Grading Policy**

The grading system used for this course will combine the following

Daily Lab Performance	60%
Homework	10%
Manager's Organizer Notebook	10%
Professionalism	10%
Online Midterm Examination	5%
Online Final Examination	5%
	100%

### **Attendance Policy**

1. Attendance will be taken at the beginning and end of each class session
2. You are required to attend 14 out of 15 classes, or you may be required to repeat the course again. Absences require an official doctor's note of other formal documentation.
3. Lateness that exceeds 10 minutes will be counted as an absence
4. 2 latenesses that are less than 10 minutes each equal 1 absence. You must notify the instructor when you arrive late. Otherwise you will be marked absent.
5. There are no make-up examinations.

### **Notebook**

Required format: Manager's Organizer

Black 3-ring binder labeled with your full name, semester, course name and code.

Binder must contain at least 3 tab sections labeled as follows:

Section 1: Manager's week project

Section 2: Operation analysis and suggestions (weekly post-class report)

Section 3: Course recipes

This will be randomly graded for quality and completeness

**Overall Kitchen Lab Class Participation (up to 10 performance points per session)**

Class participation by students (including regular and timely attendance and active engagement in class sessions) is an essential part of this course. I expect you to participate actively and constructively in our class sessions in ways that show respect and courtesy to me and to your classmates during lecture and lab. As we proceed through the semester, there will be class discussions and practical tests on all of the major topics covered in the course. You are required to participate actively during all classes, and to remain in class the entire session. This includes logging on to Moodle for class announcements and being in touch with the class if you need to miss a class session.

**"Professional" behaviors:** To earn points for class participation, you must (1) attend class regularly in proper uniform, and be on time and not leave early; (2) be well-prepared for class by doing all assigned reading and other out-of-class preparations ahead of time; (3) participate voluntarily, actively, intelligently, and constructively in class discussions and during the lab; (4) perform all in-class tasks; (5) apply proper sanitation and food preparation procedures appropriate to the menu; and (6) utilize frequently and actively the materials and facilities needed for your success in this course.

**"Unprofessional" behaviors:** Behaviors such as the following will result in your losing points for class participation: (1) being absent from or late for class; (2) leaving class early; (3) continually walking out of and coming back into class; (4) not adhering to proper uniform and appearance guidelines; (5) being inattentive to class lectures and lab demonstrations; (6) behaving inappropriately in class (e.g., acting silly; conducting private conversations, utilizing cell phones except when permitted for camera use, other distracting classroom antics such as chewing gum in class; careless treatment of food and equipment; etc.); (7) being impolite, rude, or discourteous to me or to your classmates; (8) not being adequately prepared for class; (9) showing a negative or frivolous attitude toward the course; (10) Not utilizing the materials and facilities provided for your success in the course.

### Other College Policy Statements

**Code of Student Conduct:**

[http://bergen.edu/wp-content/uploads/StudentCodeofConduct2016\\_EngVer12062016.pdf](http://bergen.edu/wp-content/uploads/StudentCodeofConduct2016_EngVer12062016.pdf)

**Statement on plagiarism and/or academic dishonesty:**

Please read pages 8 – 9 in the above link. Students are not excused from the penalties for not being aware of or for not having read the policies set forth regarding plagiarism and other forms of academic dishonesty.

**ADA Statement:**

Students who require accommodations in accordance with the Americans with Disabilities Act (ADA) can request these services from the Office of Specialized Services. To learn more about how to apply for services, please visit <http://www.bergen.edu/oss>.

Note: Those who have completed the OSS paperwork and received accommodations during previous semesters might not be automatically eligible in subsequent semesters in every case.