



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

HRM 204 Food Purchasing

Date of Most Recent Syllabus Revision:

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: April 2018

Basic Information about Course and Instructor

Semester and year:

Course and Section Number: Food Purchasing HRM 204

Meeting Times and Locations:

Instructor:

Email Address:

Office Location:

Phone:

Departmental Secretary: Linda Karalian, 201-447-7214, lkaralian@bergen.edu

Office Hours:

Course Description:

Official Catalog Course Description

This course introduces purchasing and the inventory management of food and non-food supplies. Topics include the development of purchase specifications, determination of ordering quantities, vendor selection, inventory taking procedures, receiving, storage and issue management. Various types of record keeping, controls, yield and costing factors are examined. Current technology in purchasing is explored.

Hours: Lecture [2.00]

2 credits

Prerequisites: HRM 101

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. Develop effective purchase specifications based on various menus
2. Conduct proper receiving procedures assuring quantity and quality standards of food and non-food supplies
3. Explain the legal requirements and execute proper receiving and storage of both raw and prepared foods.
4. Implement procedures for rotating, costing and evaluating inventory
5. Analyze solutions to common cost control problems associated with procuring food and non-food supplies

Means of Assessment

The major assessment types (means of assessment) utilized in this course are graded participation, tests, assignments, discussions from articles and websites, and discussion questions as assigned.

Course Content

The course is intended to guide students to apply knowledge of food and non-food item quality standards and regulations that govern the purchasing, receiving and storage process. It involves assessing ethical practices in both personal and professional scenarios. The course also examines the regulations for inspecting and grading of meat, poultry, seafood, eggs, dairy, and product. Therefore, the course includes the following mandatory components:

1. Identifying proper purchasing and receiving procedures to ensure quality and quantity standards for various foodservice establishments
2. Examining the importance of receiving and inspecting inventory upon delivery
3. Daily discussion of proper ethical standard adherence in vendor selection and determination of par levels

Course Outline and Calendar

Week	Date(s)	Topics	Chapters
1		Introduction to the Course; Purchasing Management	1
2		Determining Quality Requirements: Purchase Specifications	2
3		Determining Purchase Quantities	3
4		Identifying and Selecting Supply Sources	4
5		Selecting Supplies and Ordering Products	5

6		Purchasing Follow-up: Receiving, Storage, Payment, and Evaluation	6
7		Meats, Poultry, and Seafood I	7
8		Meats, Poultry, and Seafood II	7
9		Produce, Dairy, and Eggs	8
10		Groceries	9
11		Beverages	10
12		Buying Non-food Items	11
13		Buying Technology and Services	12
14		Purchasing Capital Equipment	13
15		Final Examination	

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 assignment questions as well as topics covered on the tests. 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

The use of learning technologies in the course, as well as excellent internet connection, is necessary to help you succeed in this course and in the industry.

Course Texts and/or Other Study Materials

Required

Hayes, D & Ninemeier, J. (2010). *Purchasing: A Guide for Hospitality Professionals*. New York: Pearson.

Grading Policy

The grading system used for this course will combine the following

Class Participation	10%
Assignments	30%
Tests	40%
Final Examination	<u>20%</u>
	100%

Overall Class Participation (up to 10 performance points)

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. As we proceed through the semester, there will be class discussions on all of the major topics covered in the course. You are required to participate actively in our discussions and other class activities. (You are also free to generate online discussions in the Moodle Forum. Such online discussions are not required. They are completely up to you and other members of the class. Online discussion activity will not affect your grade one way or another.)

"Plus" behaviors: To earn points for class participation, you must (1) attend class regularly and on time and not leave early; (2) be well-prepared for class by doing all assigned reading and other out-of-class assignments ahead of time; (3) participate voluntarily, actively, intelligently, and constructively in class discussions; (4) do all in-class assignments; (5) show a positive and serious attitude toward the course; and (6) utilize frequently and actively the materials and facilities on the Moodle site.

"Minus" 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) sleeping in class; (5) being inattentive to class lectures and discussions; (6) behaving inappropriately in class (e.g., acting silly; conducting private conversations in the back of the room; utilizing cell phones, headphones, and other distracting devices in class; eating, drinking, or chewing gum in class; defacing classroom furniture; 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 on the course website.

Other College Policy Statements

Code of Student Conduct:

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.