

**BERGEN COMMUNITY COLLEGE
DEPARTMENT OF BUSINESS,
HOTEL/RESTAURANT/HOSPITALITY
COURSE SYLLABUS**

COURSE TITLE:

HRM 108 - Computer Applications for the Hospitality Industry

PREREQUISITES:

None

CREDITS/HOURS:

1 Credit, 2 Hours

COURSE CLASSIFICATION:

HR108 is especially designed for the Hotel/Restaurant/Hospitality student.

COURSE DESCRIPTION:

HRM-108 Computer Applications for the Hospitality Industry allows course participants to use proprietary spreadsheet software to identify and control the basic problems common to all food and beverage service facilities in various operational settings. Included are physical inventory and valuation, recipe modification and yield adjustment, and recipe and menu costing and pricing.

COURSE CONTENT:

In order to complete this course, instructions are included on how to load the MS EXCEL component of the MS OFFICE 2010 suite. Course participants will use this popular spreadsheet software to identify and control the basic problems common to all food and beverage service facilities in various operational settings. Included is physical inventory and valuation, recipe modification and yield adjustment, and recipe and menu costing and pricing.

STUDENT LEARNING OUTCOMES/BEHAVIORAL OBJECTIVES:

By computerization of record keeping, reporting and forecasting, the student will effectively solve the targeted problems common to all food and beverage service facilities by:

1. Preparing computer-generated inventory, recipe, and menu cost reports for foodservices in various commercial, industrial and institutional settings;
2. Preparing computer-generated purchasing and receiving reports for restaurants;
3. Manipulating valuation of physical inventory;
4. Producing accurate recipe costing and pricing controls; and
5. Modifying recipes and adjusting recipe yields.

EVALUATION AND GRADING:

The grading system used in this course will count participation in discussions, and homework projects. The total value of all assignments and quizzes is (140 points).

The following point allocation will be used:

HRM 108 ASSIGNMENTS

ASSIGNMENT 5A (30) points **From Part 10**

ASSIGNMENT 5B (30) points **From Part 10**

Complete the (A) INVENTORY-FA13 and (B) QRM TABLES2 worksheets. Submit a copy of each for final grading. Each correctly completed is worth (30) points.

ASSIGNMENT 4 – (20) points **From Part 7**

Submit the "INVCOST4" worksheet as an attachment. This assignment, when completed correctly, is worth twenty (20) points. It will be graded manually.

If there are no corrections, your grade will be entered.

ASSIGNMENT 3 – (20) points **From Part 6**

Submit the finished TEST MEAL #1 as an attachment. This assignment, when completed correctly, is worth twenty (20) points. It will be graded manually. If there are no corrections, your grade will be entered.

ASSIGNMENT 2 – (30) points **From Part 5**

Submit the un-finished "TEST MEAL #1" worksheet as an attachment. This assignment, when completed correctly, is worth THIRTY (30) Points. It will be graded manually. If there are no corrections, your grade will be entered.

ASSIGNMENT 1 – (10) points **From Part 4**

Submit ONE finished recipe as an attachment. This assignment, when completed correctly, is worth TEN (10) Points. It will be graded manually. If there are no corrections, your grade will be entered.

COMPUTER SUPPLIES:

Your hard drive, and a CD-RW disk, or a Flash or Stick USB drive of at least 1 GB will be required. The specifications for the storage media will depend upon the requirements of the computer with which you will do your assignments and projects. If you will be working in the Free-time labs, you will require MS-WORD 2007 or MS-WORD 2010 and MS-EXCEL 2007 or MS-EXCEL 2010 which are available in all of the Free-time computer labs. Also, when you save anything, or submit it for a grade, be sure it is in "(Compatibility Mode)", especially if you are working with MS-EXCEL 97-2003.

TEXTBOOK:

No textbook is specified, but a basic knowledge of computer generated spreadsheets is recommended. In addition, a CD-R disk containing all necessary course information will be provided on the first day of class free of charge. It contains copyrighted software applications which you will use to complete all class projects and assignments.

NOTES:

In borderline cases, which arise in almost every class each semester, a student's participation, attitude, and effort will be considered in helping to determine the student's final grade.

When you are sending an e-mail with an attachment, please put Re: HRM 108, the assignment number and your last name in the subject area, otherwise your message will go into the "junk" pile, UNOPENED.

OFFICE HOURS:

"Office Hours" are the times that the instructor is available in the E184 office. "Official" office hours will be posted on the door to E184. Also, the instructor will be available in Tech 204 one hour before each class begins. You may also visit the Department secretary in A306C, Ms. Karalian or Ms. Sherry Wilson in E193, the department Technical Assistant. They have a copy of my Office Hours. For all other times, please email the instructor to arrange for an appointment if you need one.

ATTENDANCE:

All homework will be accepted for grading up until the date indicated for each assignment. No assignments will be accepted for grading after that unless special permission is given well in advance of the due date.

PROBLEMS:

It is the student's responsibility to discuss any problem he/she may have in this course with the instructor as soon as possible, so that advice and/or tutoring can be arranged if needed.

If the student's schedule and the instructor's office hours conflict, an appointment must be made to meet with the instructor at a time which is convenient to both. It is the student's responsibility to discuss any problem he/she may have in this course with the instructor as soon as possible, so that counseling, advice and/or tutoring can be arranged if needed.

The instructor will be available 1 hour before class in the designated Computer laboratory, Tec 204.

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 contact psimms@bergen.edu in Room C-329 (201-612-5581); Smarthinking Tutorial Service On Line at: <http://www.bergen.edu/current-students/tutoring/online-tutoring-with-smarthinkingcom>. The The Online Writing Lab (OWL) On Line at: www.bergen.edu/owl, The Office of Specialized Services (for Students with Disabilities) 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/tutoring . We strongly recommend that you make use of those services as you progress through the semester. You can also make appointments for tutoring online located at <http://www.bergen.edu/current-students/tutoring/tutoring-center>. Click on the link for the "Tutoring Appointment System."

Important College Policies

See the **2014-2015 BCC Catalog** for Withdrawal from Classes and Refunds, Grading, Course Grade Appeal Policy, and Academic Integrity and Plagiarism: www.bergen.edu/catalogs.

Also check Class Attendance Policy, Acceptable Use of Information Technology Resources, Clubs, Code of Student Conduct, Alcohol and Drug Policy, Family Education Rights and Privacy Act, Sexual Harassment Policy, Campus Assault Victim's Bill of Rights, Smoking Policy, and Traffic Regulations.

RESOURCES:

Adobe Systems. The Adobe Acrobat Reader. FREE. Download from:

<http://www.adobe.com/products/acrobat/readstep2.html>

Dittmer, P.R. and Griffin, G.G. Principles of food, beverage, and labor cost controls for hotels and restaurants, 9th ed. Van Nostrand Reinhold Publishing Co., New York, NY 2009

National Restaurant Association. Uniform system of accounts for restaurants, revised. National Restaurant Association, Washington, DC 2004

National Technical Information Service, Armed forces recipe service recipes and index of recipes (TM 10-412). National Technical Information Service, Washington, DC 1999

Tolve, A.P. Standardizing foodservice for quality and efficiency. AVI/Van Nostrand Reinhold Publishing Co., New York, NY 1984.

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Hotel/Restaurant/Hospitality Department
HRM 108 - Computer Applications for the Hospitality Industry
CALENDAR OUTLINE

<u>Part/ Module Number</u>	<u>Due Dates</u>	<u>Instructional Content</u>
0	_____	Introduction and Overview
1	_____	Part One-Standardizing Menu Planning
2	_____	Part Two-Recipe Yield Modification and Adjustment
3	_____	Part Three-Finding and Printing Recipes
4	_____	Part Four-Adjusting Recipe Yield Using MSEXCEL and THE MASTER RECIPE ADJUSTMENT WORKSHEET
5	_____	Part Five-The MASTER QUANTITY MEAL WORKSHEET
6	_____	Part Six-Consolidating the TEST MEAL WORKSHEET
7	_____	Part Seven-Using the INVENTORY COST WORKSHEET
8	_____	Part Eight-Entering Cost Data to the QRM TABLES2 database
9	_____	Part Nine-USDA National Standard Nutritional Database
10	_____	Part Ten-Entering Recipes onto the INVENTORY COST WORKSHEET

NOTE: This calendar is subject to change and/or revision by the instructor!
Please see the attached assignment sheet for more information.