



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

HRM 214 Banquet and Catering Management

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: Banquet and Catering Management HRM 214

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 students to the skills necessary to be qualified, competent, and creative caterers. Students will learn the fundamentals of batch cooking and food presentation as they apply to catering and banquets. The class will examine purchasing, equipment, layout and service needs in order to operate an efficiently run catering operation.

Hours: Laboratory [4.00].

2 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. Compare and contrast off-premise with on-premise catering.
2. Plan and execute banquet and catering menus
3. Assess purchasing, service, equipment, layout and budgeting needs for catering menus
4. Demonstrate pre-event evaluation systems necessary for execution of successful catered affairs
5. Apply culinary and baking skills as they align with catered events.

Means of Assessment

The major assessment types (means of assessment) utilized in this course are graded lab class performance, objective tests and examinations, presentations, and student projects (individual).

Course Content

The course is intended to prepare students to apply food preparation techniques in a catering setting. It involves the use of various batch culinary and baking preparation techniques for different types of banquet and catered affairs. The course also examines the logistical needs to successfully execute a catering menu.

Therefore, the course includes the following mandatory components:

1. Culinary and baking preparation for selected catered affairs
2. Examining the importance of factoring in purchasing, equipment, layout, service, and marketing needs for successful execution of catering menus
3. Daily evaluation of the food production schedule and work flow

Course Outline and Calendar

Week	Date	Topic / Events T.B.A.	Chapters
1		Course Introduction; Introduction to Catering	1
2		Meal Functions I	2
3		Meal Functions II	
4		Beverage Functions	3
5		On-Premises vs. Off-Premises Catering	4
6		Event Staffing	6
7		Planning Low-Cost Events I	7
8		Planning Low-Cost Events II	7

9		Planning High-Cost Events I	8
10		Planning High-Cost Events II	8
11		Selecting Outside Catering Sources	9
12		Social Media Marketing in Catering	
13		Contract Development	10
14		Final Theme Event	
15		Course Wrap-Up & Final Examination	

Notes to Students:

- 1 - Syllabus may change due to unforeseen circumstances or to take advantage of educational opportunities.

- 2 – The instructor will provide updates on test, presentation, and assignment due dates. Please continually log on to Moodle for announcements and reminders about this.

- 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 (Internet, PowerPoint, Prezi, Moodle, etc.) is necessary to help you succeed in this course and in the industry.

Course Texts and/or Other Study Materials

Required

Shock, P. & Stefanelli, J. (2009). *A meeting planner’s guide to catered events*. Hoboken, N.J: Wiley. ISBN: 9780470124116

Grading Policy

The grading system used for this course will combine the following

Daily Lab Performance	50%
Assignments	30%
Final Examination	20%
	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.

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.