



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

HRM 225 Purchasing and Cost Control

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: SPRING 2019

Basic Information about Course and Instructor

Semester and year:

Course and Section Number: HRM 225 Purchasing and Cost Control

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 is a detailed study of cost control and purchasing procedures found within the hospitality industry. Factors affecting purchasing, receiving, storage, issuing, preparation, service and sales are examined. Students execute requisitioning, ordering, purchasing for various kitchens. Computer technology and practical applications are implemented throughout the course.

Hours: [2 lecture hours, 2 lab hours]

3 credits

Prerequisites: HRM 101 Introduction to the Hospitality Industry or HRM 103 Professional Food Preparation Techniques or HRM 1XX Culinary Nutrition

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. Evaluate various costs in relation to their effects on other expenses and profit
2. Examine and describe food and beverage purchasing, receiving, storing, issuing and inventory control systems.
3. Demonstrate and appraise menu analysis techniques, emphasizing the cost/volume/profit relationship.
4. Analyze solutions to common cost control problems associated with procuring food and non-food supplies
5. Apply procedures for receiving, rotating, costing, evaluating and issuing inventory

Means of Assessment

The major assessment types (means of assessment) utilized in this course are graded lecture and lab participation, objective tests and examinations, presentations, product identification assignment, and student research projects (individual).

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 budgeting, 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 and practicing 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 and hands-on application of proper ethical standard adherence in vendor selection and determination of par levels
4. Daily discussion of methods used to control food, beverage, labor and other overhead costs

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

Dittmer, P., & Keefe III, J. (2009). *Principles of food, beverage, and labor cost controls, 9th edition*. Hoboken, N.J: Wiley.
ISBN: 9780471783473

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

Quizzes	20%
Assignments	20%
Class Participation	45%
Final Examination	15%
	100%

Attendance Policy

All students are expected to attend every scheduled meeting of each course in which they are registered. It is understandable there are times you may not be able to attend a session, or part thereof. In such cases, you are responsible for checking with the instructor, Moodle, classmates, etc. to be up to date on any work missed. You must also inform the instructor of any missed scheduled tests or presentations before class start time in order to request a make-up. Attendance will be kept by the instructor for administrative and counseling purposes. Assignments that are due by electronic submission are still due at the beginning of the scheduled class even if you are not present in class. A 5% per business day reduction will occur for late work submission, unless you had received an excused extension from your instructor before the assigned due date. (Ex. Monday to Tuesday = 1 business day)

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.

Course Outline and Calendar

Week	Date(s)	Topics	Chapters
1		Introduction to the Course; Purchasing Management; Determining Quality Requirements: Purchase Specifications; Food Purchasing and Receiving Control	Hayes 1 & 2; Dittmer 4
2		Determining Purchase Quantities; Identifying and Selecting Supply Sources; Food Storage and Issuing Control	Hayes 3 & 4; Dittmer 5
3		Selecting Supplies and Ordering Products; Purchasing Follow-up: Receiving, Storage, Payment, and Evaluation; Monthly Inventory and Food Cost	Hayes 5 & 6; Dittmer 8
4		Meats, Poultry, and Seafood I; Food Production Control	Hayes 7; Dittmer 6 & 7
5		Meats, Poultry, and Seafood II	
6		Produce, Dairy, and Eggs	Hayes 8
7		Groceries and Beverages	Hayes 9 & 10
8		The Cost Control Process	Dittmer 1 & 2
9		Labor Cost Considerations	Dittmer 18
10		Groceries	Hayes 9
11		Beverages	Hayes 10
12		Buying Non-food Items	Hayes 11
13		Buying Technology and Services	Hayes 12
14		Purchasing Capital Equipment	Hayes 13
15		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 Moodle and in-class updates on test, presentation, and assignment due dates.
- 3 – Please log on to Moodle for handouts that are not distributed in hard copy form.
- 4 – Each session will consist of a lab component that involves various purchasing procedures for BCC kitchens. The topics above are for the lecture portions of the class.