Degree Applicable

Glendale Community College
November, 1974
Revised March, 2011
~~Original Dated November 1974~~

COURSE OUTLINE

Culinary Arts 116
Institutional Purchasing for Foodservice and Hospitality ~~and Foodservice~~
~~(formerly Hospitality Procurement, Purchasing, and Selection)~~

I. Catalog Statement

Culinary Arts 116 examines policies, procedures, and controls and their implementation in purchasing merchandise and supplies for the foodservice and hospitality industries. ~~including~~ Topics include purchasing equipment, ~~servicewareserviceware~~, furniture, fixtures, contract services, and food and beverage.
~~The focus of this course is on optimal procurement, purchasing, and selection policies and procedures for the foodservice and hospitality industries.~~

Units – 3.0
Lecture Hours – 3.0

Recommended Preparation: Eligibility for English 120 or ESL 151.~~Prerequisite: None.~~

II. Course Entry Expectations

Skills Level Ranges: Reading 5; Writing 5; Listening/Speaking 5; Math 1.

III. Course Exit Standards

Upon successful completion of the required coursework, the student will be able to:
1. distinguish between procurement, purchasing, and selection;
2. identify the product distribution systems;
3. recognize federal and state laws regarding purchasing;
4. ~~determine acceptable~~describe buying ethics;
5. ~~describe appropriate~~explain the relationship~~s~~ between buyer~~-/~~-supplier, and buyer~~-~~/company personnel;
6. write industry appropriate product specifications;
7. distinguish between several purchasing methods including open market, co-op, cost plus, and one-stop shopping;
8. determine the appropriate selection of hospitality food, beverage, equipment, supplies, and services;
9. identify technologies that can be used as tools to enhance the procurement, purchasing, and selection processes;

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IV. Course Content **Total Contact Hours = 48**

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A. Introduction to Purchasing Management 3 hours
   1. Objectives and effective purchasing
   2. Steps in the purchasing process
   3. Regulatory concerns that affect purchasing
   4. Purchasing contracts
   5. Ethical and security concerns in purchasing

B. Determining Quality Requirements 3 hours
   1. Economics of quality
   2. Uses and development of specifications
   3. Make or buy analysis

C. Standard Product Specifications 3 hours
   1. Considerations when writing standard product specifications
   2. When to change standard product specifications
   3. Potential problems
   4. Examples of standard product specifications

D. Determining Purchase Qualities 3 hours
   1. Factors affecting purchasing qualities
   2. Forecasting and production schedules
   3. Nontraditional purchasing systems
   4. Menu implementation utilizing purchasing by specification

E. Identifying and Maintaining Supply Sources 3 hours
   1. Distribution systems
   2. Supplier sourcing concerns
   3. Supplier relations
   4. Supplier evaluation procedures

F. Selecting Suppliers and Ordering Products 3 hours
   1. Overview of ordering process
   2. Pricing considerations
   3. Negotiation guidelines
   4. Product ordering procedures
   5. Technology and the ordering process

G. Purchasing Follow-up: Receiving, Storage, Payment, and Evaluation 3 hours
   1. Receiving procedures
   2. Potentially hazardous foods
   3. Storage essentials
   4. Storage methods
   5. Purchasing and the accounting process
   6. Evaluation of the purchasing function

H. Meats, Poultry, and Seafood 4 hours
   1. Meats
   2. Poultry

3. Game
4. Seafood
5. Receiving and storage

I. Produce, Dairy, and Eggs 4 hours
1. Produce
2. Dairy products
3. Eggs and egg products
~~3.~~

J. Groceries 4 hours
1. Starches
2. Fats and oils
3. Flavorings
4. Convenience foods
5. Specialized food products

K. Beverages 4 hours
1. Nonalcoholic beverages
2. Alcoholic beverages

L. Nonfood Items 4 hours
1. Dining room supplies
2. Take-out packaging
3. Back-of-house supplies
4. Cleaning supplies

M. Buying Technology and Services 4 hours
1. Considerations in technology procurement
2. Advanced technology products for foodservice
3. Monitoring advancements in hospitality-oriented technology
4. Purchase and control of essential services
5. Purchasing additional services

N. Purchasing Capital Equipment 3 hours
1. Aspects of capital purchases
2. Assessing capital equipment needs
3. Furnishings, fixtures, and equipment purchasing goals
4. Capital purchase financing

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V. Methods of Presentation

The following instructional methodologies may be used in the course:
1. lecture/discussion;
2. small group discussions;
3. in-class presentations;
4. group presentations.

VI. Assignments and Methods of Evaluation

~~1. In-Class examinations.~~
~~2.~~1 Midterm examination.~~.~~

~~3.~~2.Final examination.~~.~~
~~4.~~3.Student Group Project (e.g. develop a purchasing plan for a catered event).

VII. Textbook

Hayes, D. Purchasing: A Guide for Hospitality Professionals. ~~1st ed.~~
Upper Saddle River, N.J.: Prentice Hall 2010
10th Grade Textbook Reading Level. ISBN: 9780135148426.

VIII. Student Learning Outcomes

1. Determine the appropriate selection of hospitality food, beverage, equipment, supplies, and services.
2. Write industry appropriate product specifications.
3. Distinguish between several purchasing methods including open market, co-op, cost plus, and one-stop shopping.