

COURSE OUTLINE

Culinary Arts 116 Institutional Purchasing for Foodservice and Hospitality

Catalog Statement

Culinary Arts 116 examines policies, procedures, and controls and their implementation in purchasing merchandise and supplies for the foodservice and hospitality industries. Topics include purchasing equipment, service ware, furniture, fixtures, contract services, and food and beverage.

Total Lecture Units: 3.0

Total Laboratory Units: 0.0

Total Course Units: 3.0

Total Lecture Hours: 48.0

Total Laboratory Hours: 0.0

Total Laboratory Hours To Be Arranged: 0.0

Total Faculty Contact Hours: 48.0

Recommended Preparation: Eligibility for English 120 or ESL 151.

Course Entry Expectations

Prior to enrolling in the course, the student should be able to:

- organize and write thesis-based essays
- use detailed examples, facts, logical explanations, and other appropriate support for thesis statements
- critically analyze selected prose works dealing with important contemporary issues
- summarize, analyze, and synthesize information, express and apply standards for judgment, compare and contrast, and evaluate evidence in order to form and state reasoned opinions
- gather and organize information through library research
- demonstrate a command of grammar, diction, syntax, and mechanics sufficient for college level work.

Course Exit Standards

Upon successful completion of the required coursework, the student will be able to:

- distinguish between procurement, purchasing, and selection;
- identify the product distribution systems;
- recognize federal and state laws regarding purchasing;
- describe buying ethics;

- explain the relationship between buyer/supplier, and buyer/company personnel;
- write industry appropriate product specifications;
- distinguish between several purchasing methods including open market, co-op, cost plus, and one-stop shopping;
- determine the appropriate selection of hospitality food, beverage, equipment, supplies, and services;
- identify technologies that can be used as tools to enhance the procurement, purchasing, and selection processes.

Course Content

Total Faculty Contact Hours = 48.0

Introduction to Purchasing Management (3 hours)

Objectives and effective purchasing
Steps in the purchasing process
Regulatory concerns that affect purchasing
Purchasing contracts
Ethical and security concerns in purchasing

Determining Quality Requirements (3 hours)

Economics of quality
Uses and development of specifications
Make or buy analysis

Standard Product Specifications (3 hours)

Considerations when writing standard product specifications
When to change standard product specifications
Potential problems
Examples of standard product specifications

Determining Purchase Qualities (3 hours)

Factors affecting purchasing qualities
Forecasting and production schedules
Nontraditional purchasing systems
Menu implementation utilizing purchasing by specification

Identifying and Maintaining Supply Sources (3 hours)

Distribution systems
Supplier sourcing concerns
Supplier relations
Supplier evaluation procedures

Selecting Suppliers and Ordering Products (3 hours)

Overview of ordering process
Pricing considerations
Negotiation guidelines
Product ordering procedures
Technology and the ordering process

Purchasing Follow-up: Receiving, Storage, Payment, and Evaluation (3 hours)

Receiving procedures
Potentially hazardous foods
Storage essentials

- Storage methods
- Purchasing and the accounting process
- Evaluation of the purchasing function
- Meats, Poultry, and Seafood (4 hours)**
 - Meats
 - Poultry
 - Game
 - Seafood
 - Receiving and storage
- Produce, Dairy, and Eggs (4 hours)**
 - Produce
 - Dairy products
 - Eggs and egg products
- Groceries (4 hours)**
 - Starches
 - Fats and oils
 - Flavorings
 - Convenience foods
 - Specialized food products
- Beverages (4 hours)**
 - Nonalcoholic beverages
 - Alcoholic beverages
- Nonfood Items (4 hours)**
 - Dining room supplies
 - Take-out packaging
 - Back-of-house supplies
 - Cleaning supplies
- Buying Technology and Services (4 hours)**
 - Considerations in technology procurement
 - Advanced technology products for foodservice
 - Monitoring advancements in hospitality-oriented technology
 - Purchase and control of essential services
 - Purchasing additional services
- Purchasing Capital Equipment (3 hours)**
 - Aspects of capital purchases
 - Assessing capital equipment needs
 - Furnishings, fixtures, and equipment purchasing goals
 - Capital purchase financing

Methods of Instruction

The following methods of instruction may be used in this course:

- lecture/discussion;
- small group discussions;
- in-class presentations;
- group presentations.

Out of Class Assignments

The following out of class assignments may be used in this course:

- Student Group Project (e.g. develop a purchasing plan for a catered event).

Methods of Evaluation

The following methods of evaluation may be used in this course:

- midterm examination;
- final examination.

Textbooks

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

Student Learning Outcomes

Upon successful completion of the required coursework, the student will be able to:

- determine the appropriate selection of hospitality food, beverage, equipment, supplies, and services;
- write industry appropriate product specifications;
- distinguish between several purchasing methods including open market, co-op, cost plus, and one-stop shopping.