



SOUTH PLAINS COLLEGE

Culinary Arts Department

RSTO 1325

Purchasing for Hospitality Operations Online

Course Description: Study of purchasing and inventory management of foods and other supplies to include development of purchase specifications, determination of order quantities, formal and informal price comparisons, proper receiving procedures, storage management, and issue procedures. Emphasis on product cost analysis, yields, pricing formulas, controls, and record keeping at each stage of the purchasing cycle.

Instructor:

Chef Natalie Osuna

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Phone: (806) 716-2583

Office Hours: By appointment, see office for office hours.

Class Hour and Room: Online-151, 152

Exam Schedule: The Final date and time is TBD.

Required Text: Controlling Foodservice Costs-W/EXAM+ACCESS

Author: NATL.REST'RANT

Publisher: PEARSON

Edition: 2ND 13

ISBN: 9780134699387

Required Materials: Textbook, Pearson Access Code, Online Exam Voucher

Online QUIZZES can be found under the Pearson-Assignments Tab on the Blackboard Homepage. Access codes must be purchased. Chapter notes are also available on Blackboard. Students MUST print out the chapter notes prior to class lecture.

NOTE: LOG INTO Pearson-Assignments THROUGH BLACKBOARD. DO NOT GO DIRECTLY TO THE MYLAB HOSPITALITY WEBSITE.

ADA STATEMENT: Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at the Lubbock

Center, the Levelland Student Health & Wellness Center 806-716-2577, Reese Center Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529.

Grading Policy:

1. There will be **no** Make-up on Homework Assignments or Exams.
2. Assignments will be assigned in class and must be completed before leaving class. Only Quizzes will be outside of class homework through Pearson-Assignments. You must register through Blackboard using your access key so you can access quizzes. If you've already bought an access code, you may register with the access code without payment. If you do not have an access code, you will be asked to pay before you can access to the online assignments.
3. Individual effort must be demonstrated on all exams. Also considered inappropriate is the use of, in any fashion, a solution manual of any kind. It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of students to present as their own any work that they have not honestly performed is regarded by the faculty and administration as a serious offense and renders the offenders liable to serious consequences, possibly suspension. **Academic Dishonesty:** "At minimum, the first instance of academic dishonesty will be submitted to Student Judicial Services and the student will receive a zero for the assignment. The second instance of academic dishonesty will be submitted to Student Judicial Services and the student will receive an F in the course and be expelled from the program".
4. Class attendance and attention will be crucial to the student's successful completion of this course. **Attendance policy may be altered dur to Covid-19.**
5. The grading scale is as follows:

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

6. The grading will be based on the following assignment:

Homework:	40%
Quizzes:	30%
Final:	30%
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	100%

7. If there is a problem or a dispute with a grade, it must be brought to your instructor's attention and resolved within 5 days of the grades return. After that, it will not be considered under any circumstances.
8. If you feel you need out of class help, please visit with your professor during office hours.

Notes:

- **Your first Online quiz will open on Monday, August 24th and be due on Thursday, September, 3rd. ALL OTHER WEEKS THROUGHOUT THE SEMESTER, QUIZZES will be available starting on Friday's at 8am and be due by the following Thursday at 11:59pm.**
- There might be a possibility for extra credit or a bonus sometime during the semester. These extra points CANNOT raise your grade for a particular segment of your grade beyond 100%. For example, your maximum quiz average can only be 100% or test average can only be 100%.
- The **Final** for this course will be over all chapters AND will be a Certification Exam. Date and time TBD.
- If you need special accommodations, you will still have to take the test on the scheduled date of the exam. If there is a conflict, you will have to prove it to your instructor in order to take an exam at a different time.

Classroom Etiquette: Students should arrive on time for class and be in full, required uniform. All cellphones, laptops, and bags are not allowed in the lab space. Only required materials such as textbooks, binders, knife kits, and pens are allowed to be in class. Lockers will be assigned for student use, students must bring their own lock if desired. No outside food or drink is allowed in class except for a closable water bottle. All students are responsible for cleaning up after themselves. No one will leave class until the lab is clean and approved by the instructor.

Required Uniform: Students should ALWAYS be in full uniform for ALL classes. Clean/wrinkle free chef coats, pants, caps, and non-slip shoes are required. Students SHOULD NOT wear any jewelry except for a snug to the wrist watch, and a wedding band/ring that are permitted. Student's personal hygiene is EXTREMELY important. Clean hair, hands, and fingernails are a part of the uniform as well.

Topics: The list of selected topics may be modified during the course of the semester. The instructor will notify the class of any changes to the topic list.

**Course Outline
HAMG 1321
Introduction to Hospitality Industry**

Week	Assignment Open/Due Date	Topic	Assignments	Reading Assignment
1	8/24-9/3 *Nothings is due this week.	Culinary Orientation	Sign in for Pearson with Access Code	Chapter 1
2	8/24-9/3	The Importance of Cost Control	Ch. 1 Notes, Case Study, Review for Learning, Ch. 1 Quiz	Chapter 1
3	9/4-9/10	Forecasting and Budgeting	Ch. 2 Notes, Case Study, Review for	Chapter 2

			Learning, Ch. 2 Quiz	
4	9/11-9/17	Calculating Food Cost	Ch. 3 Notes, Case Study, Review for Learning, Ch. 3 Quiz	Chapter 3
5	9/18-9/24	Determining Menu Prices	Ch. 4 Notes, Case Study, Review for Learning, Ch. 4 Quiz	Chapter 4
6	9/25-10/1	Controlling Food Costs in Purchasing	Ch. 5 Notes, Case Study, Review for Learning, Ch. 5 Quiz	Chapter 5
7	10/2-10/8	Controlling Food Costs in Receiving, Storing, and Issuing	Ch. 6 Notes, Case Study, Review for Learning, Ch. 6 Quiz	Chapter 6
8	10/9-10/15	Controlling Food Costs during Production	Ch. 7 Notes, Case Study, Review for Learning, Ch. 7 Quiz	Chapter 7
9	10/16-10/22	Controlling Food Costs during Service and Sales	Ch. 8 Notes, Case Study, Review for Learning, Ch. 8 Quiz	Chapter 8
10	10/23-10/29	Controlling Labor and Other Costs	Ch. 9 Notes, Case Study, Review for Learning, Ch. 9 Quiz	Chapter 9
11	10/30-11/5	Protecting Revenue	Ch. 10 Notes, Case Study, Review for Learning, Ch. 10 Quiz	Chapter 10
12	11/6-11/19	Field Projects	Field Projects	Field Projects
13	11/13-11/19	Review/Practice Tests	Review/Practice Tests	Review all Chapters
14	11/20-11/29	Review/Practice Tests	Review/Practice Tests	Review all Chapters

15	11/30-12/13	Finals	Finals	Finals
16	12/7-12/10	Clean Up	Clean Up	Clean Up

*Print out the chapter notes each week and put in a binder. Binders will be checked at random for participation points.

South Plains College's Notices

ATTENDANCE: (along with your Instructor's Policy)

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date (the 12th class day), as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

NOTICE TO STUDENTS: In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

Face covering:

It is the policy of South Plains College for the Fall 2020 semester that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the SPC community. Such behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings while in SPC buildings including in classrooms, labs, hallways, and restrooms. Failure to comply with this policy may result in dismissal from the current class session. If the student refuses to leave the classroom or lab

after being dismissed, the student may be referred to the Dean of Students on the Levelland campus or the Dean/Director of external centers for Student Code of Conduct Violation.