

Mercer County Community College
Hotel, Restaurant, and Institutional Management Program

Course Outline

Course Number:	HOS 203	Course Title:	Hospitality Purchasing
Lecture:	03 hr.	Length:	15 Sessions
Division:	Business and Technology	Prerequisites:	None
Credits:	03		

Texts: *Purchasing for Food Service Managers*
M.C. Warfel and Marion L. Cremer
Third Edition, 1996
McCutchan Publishing Corporation
ISBN: 0-8211-2272-X

How Much to Buy: A Foodservice Purchasing Workbook
Robert A. Ulm
1994
Prentice Hall
ISBN: 0-02-422101-5

Cooks' Ingredients
Philip Dowell, Adrian Bailey, Elisabeth Lambert Ortiz, Helena Radecka
1980
William Morrow and Company, Inc.
ISBN: 0-688-03681-3
(Note: This text is optional.)

Instructor: Frank Benowitz
Phone: (609)586-4800 EX: 3579
(Note: If you are unable to attend a class in which a test is to be given due to an emergency, you must call Marie Mendez, the Business Division Secretary, before class at EX: 3482.)

Office: BS 116
Email: benowitf@mccc.edu

Course Description – Students will have an understanding of accepted practices for receiving, storing, and issuing of food, and nonfood, products in the hospitality industry. The course includes information on purchasing major equipment, small wares, tableware, textiles, and vendor services, as well as information about the use of computer software for use in purchasing by the hospitality industry.

Method of Evaluation – Your performance evaluation is based upon:

I.	Units of Measurement Quiz	05%
II.	Five Progress Tests	
	a) Test 1 – Chapters 1 – 7	15%
	b) Test 2 – Chapters 8 – 12	15%
	c) Test 3 – Chapters 13 – 16	15%
	d) Test 4 – Chapters 17 – 22	15%
	e) Test 5 – Chapters 23 – 25	15%
III.	Workbook Assignments / Class Projects	15%
IV.	Attendance / Class Participation	05%

Grade Scale:

100% - 93%	= A
92% - 90%	= A-
89% - 87%	= B+
86% - 83%	= B
82% - 80%	= B-
79% - 77%	= C+
76% - 70%	= C
69% - 60%	= D
59% - 0%	= F

Special Needs – If there is any student in this class who has special needs because of learning disabilities, or other kinds of disabilities, please feel free to come and discuss this with me. You may also speak with **Arlene Stinson**, the Coordinator of Special Services, whose office is in room **SC 243**.

Academic Integrity Statement – Mercer County Community College is committed to *Academic Integrity* – the honest, fair, and continuing pursuit of knowledge, free from fraud or deception. This implies that students are expected to be responsible for their own work, and that faculty members will take reasonable precautions to prevent the opportunity for academic dishonesty.

The college recognizes the following general categories of violations of *Academic Integrity*, with representative examples of each. *Academic Integrity* is violated whenever a student:

- a) **Uses or obtains unauthorized assistance in any academic work.**
 - Copying from another student's exam.
 - Using notes, books, or aids of any kind during an exam when prohibited.
 - Stealing an exam or possessing a stolen copy of an exam.

- b) **Gives fraudulent assistance to another student.**
 - Completing an academic activity or taking an exam for someone else.
 - Giving answers to or sharing answers with another student during an exam.
 - Sharing answers during an exam by using a system of signals.

- c) **Knowingly represents the work of others as his/her own, or represents previously completed academic work as current.**
- Submitting a paper or other academic work for credit, which includes words, ideas, data, or creative work of others without acknowledging the source.
 - Using another author's words without enclosing them in quotation marks, without paraphrasing them, or without citing the source appropriately.
 - Presenting another individual's work as one's own.
 - Submitting the same paper or academic assignment to another class without the permission of the instructor.
- d) **Fabricates data in support of an academic assignment.**
- Falsifying bibliographic entries.
 - Submitting any academic assignment, which contains falsified or fabricated data or results.
- e) **Inappropriately, or unethically, uses technological means to gain academic advantage.**
- Inappropriate or unethical acquisition of material via the *Internet*.
 - Using hidden devices for communication during an exam.

Each instructor is authorized to establish specific guidelines consistent with this policy.

Consequences for violations of *Academic Integrity* – For a single violation, the faculty member will determine the course of action to be followed. This may include assigning a lower grade on the assignment, assigning a lower final course grade, failing the student in the course, or other penalty appropriate to the violation. In all cases, the instructor shall notify the *Chairperson of the Academic Standards Committee* of the violation, and the penalty, imposed.

When two (or more) violations of *Academic Integrity* are reported on a student, the *Academic Standards Committee* may impose disciplinary penalties beyond those imposed by the course instructors. The student shall have the right to a hearing before the *Academic Standards Committee* or a designated subcommittee thereof.

Appeals – The student has the right to appeal the decision of the instructor, or the *Academic Standards Committee*. Judicial procedures governing violations of *Academic Integrity* are contained in the *Student Handbook*.

Approved: Board of Trustees – May 18, 2000

Professionalism – Upon entering this class you become a professional. You will be expected to be courteous both verbally and in your demonstrated behavior. **Sexual harassment of any fellow student will not be tolerated (See the attached *Sexual Harassment Policy Statement*).** Please make every attempt to come to all class sessions. You should try to arrive on time and stay until the end of class unless you have notified the instructor you are leaving early. There may be a time when you are unavoidably late for class, or must leave early, in that case please choose a seat near the room entrance. Once the class session has begun, please do not leave the room and re-enter unless it is an emergency. If you miss a class you are still responsible for all material covered, for announcements made in your absence, and for acquiring any materials that may have been distributed in class. It is important to stay focused on the class discussion. For this reason, only one person at a time should be speaking. Side conversations are distracting for surrounding students and the instructor.

Week 1

- Part I: Basic Principles and Functions of Purchasing – Food Purchasing Dynamics, Markets and Their Functions, Food Laws and the Food Buyer (Text Chapters 1-3)
- Read Chapters 1-6

Week 2

- Part I: Basic Principles and Functions of Purchasing – The Purchasing Department in the Food Service Industry, The Food Service Purchasing Agent, The Mechanics of Buying (Text Chapters 4-6)
- Read Chapter 7
- **Units of Measurement Quiz**

Week 3

- Part I: Basic Principles and Functions of Purchasing – Purchase Specifications and Testing (Text Chapter 7)
- Read Chapter 8

Week 4

- Part II: Cost Control as Related to Purchasing – Receiving: A Hidden Hard Spot (Text Chapter 8)
- Read Chapters 9-10
- **Test 1 – Chapters 1-7**

Week 5

- Part II: Cost Control as Related to Purchasing – The Storeroom: A Place to Make Money, Controls and Checklists (Text Chapters 9-10)
- Read Chapters 11-12

Week 6

- Part II: Cost Control as Related to Purchasing – The Computer and the Purchasing Agent, Common Market Practices: Ethical Considerations (Text Chapters 11-12)
- Read Chapter 13

Week 7

- Part III: Food Commodities – Meat (Text Chapter 13)
- Read Chapter 14
- **Test 2 – Chapters 8-12**

Week 8

- Part III: Food Commodities – Poultry and Eggs (Text Chapter 14)
- Read Chapter 15

Week 9

- Part III: Food Commodities – Seafood: Fresh and Processed (Text Chapter 15)
- Read Chapters 16-17

Week 10

- Part III: Food Commodities – Dairy Products, Convenience Foods (Text Chapters 16-17)
- Read Chapters 18-20

Week 11

- Part III: Food Commodities – Fresh Fruits and Vegetables, Processed Fruits and Vegetables, Groceries (Text Chapters 18-20)
- Read Chapters 21-22
- **Test 3 – Chapters 13-16**

Week 12

- Part III: Food Commodities – Special Dietetic Foods, Alcoholic Beverages (Text Chapters 21-22)
- Read Chapter 23

Week 13

- Part IV: Supplies and Services – The Big Four: China, Glassware, Flatware, and Linen (Text Chapter 23)
- Read Chapters 24-25
- **Test 4 – Chapters 17-22**

Week 14

- Part IV: Supplies and Services – Cleaning and Operating Supplies, Maintenance and Service Contracts (Text Chapters 24-25)

Week 15

- **Test 5 – Chapters 23-25**