



Course Syllabus Purchasing for Hospitality Operations RSTO 1325

Semester with Course Reference Number (CRN)	Semester: SPRING 2016 (RSTO 1325-0003) 1/19/16 – 5/15/2016 CRN: 86222
Instructor contact information (phone number and email address)	Ewart G. Jones, CEC/AAC/ACE/PhD. 713-718-6152 Ewart.jones@hccs.edu
Office Location and Hours	Central Fin Arts Center Room 307 Friday 11:00 AM – 2:12 PM
Course Location/Times	Day: FRIDAY Time: 11:00 AM – 2:12 PM Meet: Central Fin Arts Center Room 307
Course Semester Credit Hours (SCH) (lecture, lab) If applicable	Credit Hours: 3 Lecture Hours: 3 Laboratory Hours: External Hours:
Total Course Contact Hours	48.00
Course Length (number of weeks)	16
Type of Instruction	Lecture
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 comparison, proper receiving procedures, storage management, and issue procedures. Emphasis on product cost analysis, yield, pricing formulas, controls, and record keeping at each stage of the purchasing cycle.

Course Prerequisite(s)	FREQUENT REQUISITES <ul style="list-style-type: none"> • MATH 0306 (Basic Math Pre-Algebra) • GUST 0341 (7th -9th Grade Reading) • ENGL 0300 or 0347
Academic Discipline/CTE Program Learning Outcomes	<ol style="list-style-type: none"> 1. Evaluate functional systems i.e., accounting, finance, marketing and management in the lodging and travel industry 2. Apply human, financial, technical and facilities resource management into food service/lodging and travel operations 3. Demonstrate problem solving and critical thinking by applying skills and knowledge to different contexts in the hospitality and travel industry 4. Apply communication skills effectively involving diverse individuals in the hospitality and travel industry
Course Student Learning Outcomes (SLO): 4 to 7	<ol style="list-style-type: none"> 1. To develop an understanding of the distribution of food and non-food products 2. Explain how technology and e-commerce applications and changing in the hospitality industry 3. Explain inspection and grading of foods and the various designations of quality; and conduct yield and quality tests 4. Perform purchasing procedures and proper logistics in receiving of good purchased. 5. Explain inventory management principles including stock rotation, proper storage conditions, and effective issue procedures
Learning Objectives (Numbering system should be linked to SLO - e.g., 1.1, 1.2, 1.3, etc.)	<p>To develop an understanding of the distribution of food and non-food products</p> <ol style="list-style-type: none"> 1. Gain an understanding of the channels of distribution of products and services used in the hospitality and foodservice industry 2. Explain market factors affecting cost and availability of goods including seasonality, supply and demand, distribution channel costs, and quality levels 3. Explain the economic values added to products and services as they journey through the channel of distribution <p>Explain how technology and e-commerce applications and changing in the hospitality industry</p> <ol style="list-style-type: none"> 1. Describe the mechanics of purchasing including food and supply sources, formal and informal bid procedures and on-line computer purchasing 2. Discuss the legal and ethical considerations involved in various modes of transactions <p>Explain inspection and grading of foods and the various designations of quality; and conduct yield and quality tests</p> <ol style="list-style-type: none"> 1. Identify management considerations surrounding the selection and procurement of processed produce and other grocery items 2. Explain the selection factors for dairy products, including government grades 3. Explain the selection factors for poultry, including government grades 4. Identify the management considerations surrounding the selection and procurement of meat 5. Identify management considerations surrounding the selection and procurement of beverage alcohols and nonalcoholic beverages <p>Perform purchasing procedures and proper logistics in receiving of good purchased.</p> <ol style="list-style-type: none"> 1. Explain additional criteria used when choosing suppliers 2. Explain the use of a purchase requisition

	<p>3. List receiving practices and methods that reduce receiving costs</p> <p>4. Identify methods used to prevent security problems related to purchasing</p> <p>5. Identify management considerations surrounding the selection and procurement of services, nonfood expense items and furniture, fixtures and equipment</p> <p>Explain inventory management principles including stock rotation, proper storage conditions, and effective issue procedures</p> <p>1. Prepare appropriate specifications needed to select and procure commodity adequately</p> <p>2. Identify space, temperature, humidity, and other requirements of proper storage</p> <p>3. Explain the process of purchasing, receiving, storing, and issuing fresh produce</p>
<p>SCANS and/or Core Curriculum Competencies: If applicable</p>	<p>SCANS</p> <p>To develop an understanding of the distribution of food and non-food products</p> <p>Foundation Skills - Basic -Reading</p> <p>Foundation Skills - Basic -Writing</p> <p>Foundation Skills - Basic -Listening</p> <p>Foundation Skills - Basic -Speaking</p> <p>Workplace Competencies - Information -Acquires & Evaluates</p> <p>Explain how technology and e-commerce applications and changing in the hospitality industry</p> <p>Workplace Competencies - Systems -Understands Systems</p> <p>Explain inspection and grading of foods and the various designations of quality; and conduct yield and quality tests</p> <p>Workplace Competencies - Information -Acquires & Evaluates</p> <p>Perform purchasing procedures and proper logistics in receiving of good purchased.</p> <p>Workplace Competencies - Information -Uses Computers to Process</p> <p>Explain inventory management principles including stock rotation, proper storage conditions, and effective issue procedures</p> <p>Workplace Competencies - Information -Acquires & Evaluates</p>
<p>Instructional Methods</p>	<p>Face to Face</p>
<p>Student Assignments</p>	<p>To develop an understanding of the distribution of food and non-food products</p> <p>See consolidated list below</p> <p>Explain how technology and e-commerce applications and changing in the hospitality industry</p> <p>See consolidated list below</p> <p>Explain inspection and grading of foods and the various designations of quality; and conduct yield and quality tests</p> <p>See consolidated list below</p> <p>Perform purchasing procedures and proper logistics in receiving of good purchased.</p> <p>See consolidated list below</p> <p>Explain inventory management principles including stock rotation, proper storage conditions, and effective issue procedures</p> <p>Papers</p> <p>Presentations</p> <p>Projects</p> <p>Homework Exercises</p> <p>Readings</p>

Student Assessment(s)	Explain inventory management principles including stock rotation, proper storage conditions, and effective issue procedures Various assigned readings from textbooks Presentations In-class discussions Quizzes/Tests which may include: definitions, matching, multiple choice, true/false, short answer, brief essay Group and/or individual projects *This serves as the consolidated list of Assessment tools used to evaluate CSLO's
Instructor's Requirements	To be discussed on first day of class as part of course orientation.
Program/Discipline Requirements: If applicable	<p><u>ATTENDANCE</u></p> <ul style="list-style-type: none"> • Students are expected to attend all classes (see college catalog for attendance policy) • Students are responsible for all work missed during an absence. • Students may be dropped from courses for absences that exceed 12.5% of the total semester contact hours <p><u>TARDINESS</u></p> <ul style="list-style-type: none"> • Tardiness is defined as up to 15 minutes late • Three tardiness equal one absence • More than 15 minutes late, will be recorded as an absence • Leaving before class is formally dismissed by the instructor will be recorded as an absence <p><u>MAKE-UP POLICY</u></p> <ul style="list-style-type: none"> • Students are responsible for meeting with the instructor to make up any missed work or quizzes. • Students will have one week from the day of absence to complete missed assignments. • Failure to arrange this will result in a zero for the missed work or assignment. • There are no "excused absences" in this class and, therefore, no "make ups" for missed class time. <p><u>ACADEMIC HONESTY</u></p> <p>Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by college system officials against a student accused of scholastic dishonesty.</p> <p>"Scholastic dishonesty" includes, but is not limited to, cheating on a test, plagiarism, and collusion</p> <p><i>Cheating</i> on a test includes:</p>

- Copying from another student's test paper; using during a test, materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an administered test;
- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

Collusion means the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. Consult the **Student Handbook** for more details or visit <http://www.hccs.edu/hccs/current-students/student-handbook>

DISCRIMINATION

Houston Community College is committed to provide a learning and working environment that is free from discrimination on the basis of sex which includes all forms of sexual misconduct. Title IX of the Education Amendments of 1972 requires that when a complaint is filed, a prompt and thorough investigation is initiated. Complaints may be filed with the HCC Title IX Coordinator available at 713 718-8271 or email at oe@hccs.edu.

ABILITY SERVICES

Houston Community College is committed to providing an accessible and supportive environment for students with disabilities. In compliance with Section 504 of the Rehabilitation Act and under the Americans with Disabilities Act, Disability Support Services at each college within the Houston Community College District is responsible for arranging reasonable accommodations for all qualified students with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.). Students who need to arrange reasonable accommodations must contact Disability Services at the respective college. It is recommended that students meet with an ADA Counselor at least 60 days prior to the beginning of each term. Faculty are authorized to provide only the accommodations requested by the ADA Counselor.

The Ability Service Department is the disability support services office at Central College. This department also includes Interpreting and CART Services and both assist students with physical, learning, or emotional disabilities in developing independence and self-reliance.

Students with Disabilities are urged to contact the Ability Services Department at least 30-60 days prior to the first day of class

For questions, you may contact the following ADA Counselors at Central Campus: Jaime Torres - 713.718.6164; Martha Scribner - 713.718.6164. Ability Services Department, LHSB Room 106, 1300B Holman (T) 713-718-6164, (F) 713-718-6179, web address: <http://www.hccs.edu/hccs/future-students/disability-services>

HCC COURSE WITHDRAWAL POLICY

- The State of Texas has begun to impose penalties on students who drop courses excessively. For example, if you repeat the same course more than twice, you have to pay extra tuition. In 2007, the Texas Legislature passed a law limiting students to no more than six total course withdrawals throughout their academic career in obtaining a baccalaureate degree.
- To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your instructor with “alert” you and HCC Student Services of the chance you might fail a class because of excessive absences and/or poor academic performance. You should visit an HCC counselor or HCC Online Student Services to learn about what, if any, HCC interventions might be offered to assist you – tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.
- You MUST visit with a counselor or on-line student services prior to withdrawing (dropping) the class and this must be done prior to April 1, 2016, to receive a “W” on your transcript. After the deadline, you will receive the grade you are making in the class which will more than likely be an “F”.

PARKING RULES AND REGULATIONS

All HCC students are required to have a parking permit displayed on the dashboard of their cars. Students can obtain their parking permits through their Self Service within the Student System on the HCC website. Once in the Student Center, click the link “Parking Access” in the Personal Information section located at the bottom of the page. Fill out the registration form for the parking permit and then hit print. The permit is good for a year. For more information on Required Parking Permits please call (713) 718-7557

HCC Grading Scale:

A = 100- 90	4 points per semester hour
B = 89 - 80:	3 points per semester hour
C = 79 - 70:	2 points per semester hour
D = 69 - 60:	1 point per semester hour
59 and below = F	0 points per semester hour
FX (Failure due to non-attendance)	0 points per semester hour
IP (In Progress)	0 points per semester hour
W (Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour
AUD (Audit)	0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses.

FINAL GRADE OF FX: Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of "FX" at the end of the semester. Students who stop attending classes will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance. Logging into a DE course without active participation is seen as non-attending. Please note that HCC will not disperse financial aid funding for students who have never attended

	<p>class.</p> <p>Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of "FX" is treated exactly the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory academic progress.</p> <p>To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.</p> <p><i>Health Sciences Programs Grading Scales may differ from the approved HCC Grading Scale. For Health Sciences Programs Grading Scales, see the "Program Discipline Requirements" section of the Program's syllabi.</i></p>
Instructor Grading Criteria	<p>Dr. Jones' Course Grade Breakdown:</p> <p>25% Attendance 5% Professionalism 5% Assertiveness 5% Appearance 5% Participation 5%</p> <p>25% Unit Exam</p> <p>25% Project</p> <p>12.5% Mid-Term</p> <p>12.5% Final Exam</p>
Instructional Materials	Purchasing: Selection and Procurement for the Hospitality Industry, 8th Edition by John M. Stefanelli & Andrew H. Feinstein ISBN 978-0-470-91748-0
HCC Policy Statement:	
Access Student Services Policies on their Web site:	http://hccs.edu/student-rights
EGLS3 -- Evaluation for Greater Learning Student Survey System	At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and department chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.
Distance Education and/or Continuing Education Policies	
Access DE Policies on their Web site:	http://de.hccs.edu/Distance_Ed/DE_Home/faculty_resources/PDFs/DE_Syllabus.pdf
Access CE Policies on their Web site:	http://hccs.edu/CE-student-guidelines
Policies: Title IX	HCC is committed to providing a learning and working environment that is free from discrimination on the basis of sex which includes all forms of sexual misconduct. Title IX of the Education Amendments of 1972 requires that when a complaint is filed, a prompt and thorough investigation is initiated. Complaints may be filed with the HCC Title IX Coordinator available at 713-718-8271 or email at ojie@hccs.edu .

**RSTO 1325
PURCHASING FOR HOSPITALITY
SPRING CALENDAR - 2016**

WEEK	TEXT CHAPTER	CHAPTER TOPICS / DISCUSSION	ASSIGNMENTS	DUE DATES
1	1 - 2	Introduction: Handout and discussion. Selections, Procurement / Technology Applications in Purchasing	Take Home Quiz return on week 2 Menu Costing & Purchasing Project Assigned	1/22/2016
2	3-4	Chapter Discussions Distribution Systems / Forces Affecting The Distribution Systems	Take Home Quiz return on week 3	1/29/2016
3	5 - 6	Chapter Discussions An overview of the Purchasing Function / The Organization and Administration of Purchasing	Take Home Quiz return on week 4	2/5/2016
4	7	Chapter Discussion The Buyer's Relationships with other Company Personnel	Take Home Quiz return on week 5	2/12/2016
5	8	Chapter Discussion The Purchasing Specification	Take Home Quiz return on week 6 Research Paper: Why Restaurants Fail (500 word count) MLA style /Cite Work	2/19/2016
6	9 - 10	Chapter Discussion The Optimal Amount / The Optimal Price	Take Home Quiz return on week 7	2/26/2016
7	11 - 12	Chapter Discussion The Optimal Payment Policy / The Optimal	Take Home Quiz return on week 8 Mid Term Review Chapter 1 - 7	3/4/2016
8		Mid Term Exam		3/11/2016
9	13 - 14	Chapter Discussion Typical Ordering Procedures / Typical Receiving Procedures	Take Home Quiz return on week 10	3/18/2016
10	15 - 16	Chapter Discussion Typical Storage Management Procedures / Security in the Purchasing Function	Menu Costing & Purchasing Project Due <u>"NO LATE WORK ACCEPTED"</u>	4/1/2016
11	17 - 18	Chapter Discussion Fresh Produce /Processed Produce and Other Grocery	Take Home Quiz return on week 12	4/8/2016
12	19 - 20	Chapter Discussion Dairy Products /Eggs	Take Home Quiz return on week 13	4/15/2016
13	21 - 23	Chapter Discussion Poultry /Fish / Meat (Beef, Veal, Pork, Lamb)		4/22/2016

14	24 - 25	Chapter Discussion Beverages /Non-Food Expense Items	4/29/2016
15		Final Exam Review	5/6/2016
16		FINAL EXAM	5/13/2016

NOTE: All Students must participate in class discussions and reading