



## **I. COURSE DESCRIPTION:**

Basic principles of purchasing food, beverage, equipment, contract services and supplies. Primary focus on product identification, supplier selection, and the ordering, receiving, storing and issuing process. The course is designed to develop and/or refine the students' ability to:

- Apply generally accepted principles and procedures of selection and procurement in the hospitality industry;
- Analyze specific product characteristics, especially their market distribution, quality standards, and other selection factors; and
- Prepare production specifications.

## **II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

Upon successful completion of this course, the student will demonstrate the ability to:

### **1. Develop the Concept of Selection and Procurement**

#### Potential Elements of the Performance:

- Identify the major differences between purchasing, selection and procurement
- Identify the major differences between the types of hospitality operations

### **2. Development of Distribution Systems**

#### Potential Elements of the Performance:

- Identify major sources of products and services
- Identify the major middle men
- Identify the economic values added to products and services

### **3. Identify Forces Affecting the Distribution Systems**

#### Potential Elements of the Performance:

- Explain the economic force and its effect on the channel of distribution
- Explain the political force and its effect on the channel of distribution
- Explain the ethical force and its effect on the channel of distribution
- Explain the legal force and its effect on the channel of distribution
- Explain the technological force and its effect on the channel of

distribution

4. **Define the Overview of the Purchasing Function**

Potential Elements of the Performance:

- Identify the major purchasing activities
- Identify the major purchasing objectives
- Identify the major problems that buyers encounter when performing these major activities in an attempt to attain these major objectives

5. **Define the Organization and Administration of Purchasing**

Potential Elements of the Performance:

- Define planning the purchasing function
- Define organizing the purchasing function
- Staffing the purchasing function
- Training purchasing personnel

6. **Define the Buyers Relations with Other Company Personnel**

Potential Elements of the Performance:

- Define the buyer's relations with his or her supervisor
- Define the buyer's relations with his or her colleagues
- The buyer's relations with hourly employees

7. **Explain the Purchase Specification**

Potential Elements of the Performance:

- Identify the advantages of having purchasing specs
- Identify who decides what info is included on the purchasing specification
- Identify who writes the purchase specs
- Identify problems with purchase specs

8. **Define the Optimal Amount**

Potential Elements of the Performance:

- Define the major objective of a payment policy
- Procedures that can be used to determine the correct order size and the correct order time

9. **Identify the Optimal Payment Policy**

Potential Elements of the Performance:

- Identify the major objective of a payment policy
- Identify the cost of paying sooner than necessary
- Identify the cost of paying too late
- Identify the mechanics of bill paying

**10. Determine the Optimal Supplier**

Potential Elements of the Performance:

- Determining potential suppliers
- Determining a buying plan
- Determining supplier selection criteria
- Determining supplier-buyer relations
- Determining salesperson-buyer relations
- Evaluating suppliers and salespersons

**11. Define Typical Ordering Procedures**

Potential Elements of the Performance:

- Define the purchase requisition
- Define ordering procedures
- Define the purchase order
- Define the change order

**12. Identify Typical Receiving Procedures**

Potential Elements of the Performance:

- Identify the objectives of receiving
- Identify the essentials for good receiving
- Identify invoice receiving techniques
- Identify other receiving techniques
- Identify good receiving practices
- Identify reducing receiving costs

**13. Describe Typical Storage Management Procedures**

Potential Elements of the Performance:

- Describe the objectives of storage
- Describe the essentials needed to achieve storage objectives
- Describe managing the storage facilities
- Describe suggested storage management techniques for the typical hospitality operator

14. **Specify Security in the Purchasing Function**

Potential Elements of the Performance:

- Specify security problems associated with the purchasing function
- Specify preventing security problems

15. **Describe Computer Technology Applications in Purchasing**

Potential Elements of the Performance:

- Describe distributor applications and buyer applications
- Describe buyer applications

16. **Define Fresh Produce**

Potential Elements of the Performance:

- Define the selection factors for fresh produce
- Define purchasing, receiving, storing and issuing fresh produce

17. **Define Processed Produce and Other Grocery Items**

Potential Elements of the Performance:

- Define the management surrounding selection procurement
- Define purchasing, receiving and issuing

18. **Define Dairy Products**

Potential Elements of the Performance:

- Define the selection factors for dairy products
- Define purchasing, receiving, storing, and issuing of dairy products
- Define the in-process dairy products inventory

19. **Eggs**

Potential Elements of the Performance:

- Identify the selection factors for eggs
- Identify purchasing, receiving, storing and issuing of eggs
- Identify the in process egg inventory

20. **Poultry**

Potential Elements of the Performance:

- Identify the selection factors for poultry
- Identify the in process poultry inventory

21. **Fish**

Potential Elements of the Performance:

- Identify the selection factors for fish
- Identify purchasing, receiving, storing and issuing of fish
- Identify the in process fish inventory

22. **Meat**

Potential Elements of the Performance:

- Identify some management considerations surrounding the selection of meat
- Identify the selection factors for meat
- Identify purchasing, receiving, storing and issuing of meat

23. **Beverages**

Potential Elements of the Performance:

- Identify the major management considerations surrounding the selection and procurement of alcoholic beverages
- Identify the selection factors for alcoholic beverages
- Identify purchasing, receiving, storing and issuing alcoholic beverages
- Identify the in process of the alcoholic beverage inventory
- Identify the major management considerations surrounding the selection and procurement of non-alcoholic beverages
- Identify the selection factors for non-alcoholic beverages
- Identify purchasing, receiving, storing and issuing of non-alcoholic beverages

24. **Non-Food Expense Items**

Potential Elements of the Performance:

Identify the major management considerations surrounding the selection and procurement of services  
Identify the general procedures used when purchasing services  
Identify the selection factors for waste removal, financial, groundskeeping, pest control, advertising, consulting, decorating and remodeling, maintenance, vending machine, insurance, laundry and linen supply and cleaning services

25. **Services**

Potential Elements of the Performance:

- Describe the major selection factors for cleaning supplies, cleaning tools, maintenance supplies, permanent ware, single service disposable ware, preparation and service utensils, fabrics, other paper products and miscellaneous items

26. **Furniture, Fixtures, and Equipment**

Potential Elements of the Performance:

- Identify the major management considerations surrounding the
- Selection and procurement of furniture, fixtures and equipment
- Identify the general procedures used when purchasing furniture,
- Fixtures and equipment
- Identify the selection factors for furniture, fixtures and equipment
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**TOPICS:**

**III.**

1. Concept of Selection and Procurement
2. Distribution System
3. Forces Affecting Distribution Systems
4. Purchasing Function
5. Organization & Administration of Purchasing
6. Buyers Relations with Other Company Personnel
7. Purchase Specifications
8. Optimal Amounts
9. Optimal Payment Policy
10. Optimal Suppliers
11. Ordering Procedures
12. Receiving Procedures
13. Storage Management Procedures
14. Security in the Purchasing Function
15. Computer Technology Applications in Purchasing
16. Fresh Produce
17. Processed Produce and Other Grocery Items
18. Dairy Products
19. Eggs
20. Poultry
21. Fish
22. Meat
23. Beverages
24. Non-Food Expense Items

25. Services
26. Furniture, Fixtures and Equipment

**IV. REQUIRED RESOURCES/TEXTS/MATERIALS:**

Purchasing - Selection & Procurement for the Hospitality Industry; by John M. Stefanelli 4<sup>th</sup>. edition

**V. EVALUATION PROCESS/GRADING SYSTEM:**

Class Projects	20 %
Quizzes	10 %
Attendance	5 %
Conduct and Class Participation	5 %
Test # 1 February	20 %
Test # 2 March	20 %
Test # 3 April	20 %

The following semester grades will be assigned to students in postsecondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 - 100%	4.00
A	80 - 89%	3.75
B	70 - 79%	3.00
C	60 - 69%	2.00
R (Repeat)	59% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field placement or non-graded subject areas.	
U	Unsatisfactory achievement in field placement or non-graded subject areas.	
X	A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see <i>Policies &amp; Procedures Manual – Deferred Grades and Make-up</i> )	



NR                    Grade not reported to Registrar's office.  
This is used to facilitate transcript  
preparation when, for extenuating  
circumstances, it has not been possible  
for the faculty member to report grades.

## VI. SPECIAL NOTES:

### Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 491 so that support services can be arranged for you.

### Retention of course outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

### Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

### Course outline amendments:

The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

*<include any other special notes appropriate to your course>*

## VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

**VIII. DIRECT CREDIT TRANSFERS:**

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.