



**I. COURSE DESCRIPTION:**

This course will provide students with the opportunity to develop their managerial knowledge and skills, gain an understanding of the menu planning process and apply mathematical skills to make accurate calculations. Correct quality products must be ordered at the right time, for the right price and received and stored correctly. If attention is given to these activities, the operation will be successful. Chefs and Food and Beverage (F&B) managers are largely responsible for the hiring, training, development & discipline of the kitchen & front of the house staff. Upon completion of this course, students will better understand the human resource process. This course will also look at how demographics can impact the feasibility of a foodservice operation. Students will be able to apply their knowledge from this course in the operation of our Gallery restaurant.

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

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

**1. *Provide an overview of culinary & hospitality industry***Potential Elements of the Performance:

- Briefly discuss the development of the hospitality industry
- List & explain the partie system
- Describe the chef and F&B managers role within the F&B service
- Explain the role of cook within the departments
- Explain the role of food service sector within the tourism industry

**2. *Demonstrate a working knowledge of basic human resource concepts***Potential Elements of the Performance:

- Describe a job description, the performance review and evaluation process and the role of discipline
- Describe and apply principles of group dynamics to teamwork and teambuilding
- Identify factors that affect work performance & explain the labour control process.
- Develop ongoing personal professional development strategies & plans to enhance leadership and management skills for the hospitality environment

3. ***Demonstrate a working knowledge of elementary menu planning and marketing***

Potential Elements of the Performance:

- Develop, implement and evaluate marketing objectives and a basic marketing plan for a food service operation including:
  - Location, competition, situation analysis, needs analysis, demographics, prices and costs, advertising and sales plan, promotions, theme
- Describe static, cycle, à la carte and table d'hôte menus and the use of each
- Explain the importance of the clientele in planning the menu
- Discuss various aspects of menu balance and design including:
  - Flavour, texture, colour, cooking methods, nutritional considerations, seasonality of foods, consumer trends, application of print technology, strategic formatting and graphics
- Develop menus using national and international industry terminology

4. ***Demonstrate a working knowledge of the principles of table service***

Potential Elements of the Performance:

- Describe different types of service:
  - French, Russian, English, Plate, Buffet, Banquet, Room service, fast food and take-out (quick service)

5. ***Describe menu items***

Potential Elements of the Performance:

- Describe correct table setting and accompaniments required for each menu item
- Explain the potential dangers to customers caused by allergies reactions to ingredients and follow established risk-reduction strategies

6. ***Perform basic numeric operations***

Potential Elements of the Performance:

- Change common fractions to higher or lower terms
- Calculate the lowest common denominator

- Perform addition, subtraction, multiplication and division using all forms of common fractions
- Calculate decimal fractions to common fractions and perform addition, subtractions, multiplication, division functions (rounding to the nearest cent)
- Change percentages to common fractions or decimal fractions
- Round, add, subtract, multiply and divide whole numbers, decimals, mixed numbers and fractions
- Write a decimal and fraction as a percentage and vice versa

7. ***Describe the relationship of Fahrenheit to Celsius temperatures as applied to recipes***

Potential Elements of the Performance:

- Explain the three standards of measurement: metric, imperial and American
- Demonstrate the principles of conversion

8. ***Describe the basic principles and concepts of cost controls, yield factors, recipe pre-cost, and pricing***

Potential Elements of the Performance:

- Principles of cost control
- Yield factors
- Recipe costing
- Menu pricing

9. ***Demonstrate an understanding of purchase specifications***

Potential Elements of the Performance:

- Standards of meat, fish, poultry, produce and dairy

10. ***Demonstrate a working knowledge of basic purchasing***

Potential Elements of the Performance:

- Describe basic functions of purchasing, receiving, storage, issuing, requisitioning, monitoring and controlling inventory
- Discuss the responsibility of purchasing ethically
- Discuss principles and procedures important in controlling the purchasing & receiving processes
- Recognize the need to incorporate quality requirements in purchasing & receiving activities

11. ***Demonstrate a working knowledge of plant engineering and security***

Potential Elements of the Performance:

- Recommend tools, equipment and supplies required to maintain kitchen facilities
- Describe the principle of preventative maintenance

12. ***Identify and reason key elements of ethical thoughts***

Potential Elements of the Performance:

- Recognize the importance of good F&B service
- Maintain required records (lists, check-off sheets, physical inventories and purchases)
- Describe menu selection appropriate to specific healthy lifestyles
- Menu planning principles to achieve departmental financial objectives
- Recognize and promote equality and diversity in the workplace
- Apply interpersonal skills in dealing with customers and co-workers
- Manage personal stress
- The role of cook within the departments
- The role of food service sector within the tourism industry
- Importance of determining the nature of required information
- Examine relevant, useful, and important information
- Information and ethics

**III. TOPICS:**

1. Kitchen brigade system
2. Culinary and hospitality history
3. Demographics
4. Recognizing restaurant capabilities & staffing capabilities
5. Costs within the food & beverage sector
6. Markup methods
7. Menu analysis, content & layout
8. Truth in menus
9. Understanding the need for different menus – in different food service operations
10. Using the menu as a management tool
11. Assorted math activities
12. The procurement process

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

Hospitality Cost Control (A Practical Approach) Allen B. Asch  
 Calculator  
 Binder for menu planning project

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

Theory Testing (3 tests,10%each)	30%
Application Exercises	40%
Classroom attendance/participation/professionalism	10%
<u>Final Assessment</u>	<u>20%</u>
Total	100%

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%	4.00
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50-59%	1.00
F (Fail)	49% and 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 limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

**VI. SPECIAL NOTES:****Dress Code:**

All students are required to wear their uniforms while in the Hospitality and Tourism Institute, both in and out of the classroom.

**Without proper uniform, classroom access will be denied**

**Attendance:**

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

**Assignments:**

Since one of our goals is to assist students in the development of proper business habits, assignments will be treated as reports one would provide to an employer, i.e. in a timely and businesslike manner. Therefore, assignments will be due at the beginning of class and will be 100% complete. All work is to be word processed, properly formatted, assembled and stapled prior to handing in. No extension will be given unless a valid reason is provided and agreed to by the professor in advance.

**Testing Absence:**

If a student is unable to write a test for medical reasons on the date assigned, the following procedure is required:

- In the event of an emergency on the day of the test, the student may require documentation to support the absence and must telephone the College to identify the absence. The college has a 24 hour electronic voice mail system (759-2554) Ext. 2517.
- The student shall provide the Professor with advance notice preferably in writing or e-mail of his/her need to miss the test with an explanation which is acceptable to the professor.
- The student may be required to document the absence at the discretion of the Professor.
- All decisions regarding whether tests shall be re-scheduled will be at the discretion of the Professor. In cases where the student has contacted the professor and where the reason is not classified as an emergency, i.e. slept in, forgot, etc., the highest achievable grade is a "C". In cases where the student has not contacted the professor, the student will receive a mark of "0" on that test.
- The student is responsible to make arrangements, immediately upon their return to the College with their course Professor in order to make-up the missed test.

**VII. COURSE OUTLINE ADDENDUM:**

1. 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.
2. 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.
3. Prior Learning Assessment:  
Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.

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

4. Accessibility Services:  
If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Accessibility Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.
5. Communication:  
The College considers ***Desire2Learn (D2L)*** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of this Learning Management System (LMS) communication tool.



6. Plagiarism:  
Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. 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.
7. Tuition Default:  
Students who have defaulted on the payment of tuition (tuition has not been paid in full, payments were not deferred or payment plan not honoured) as of the first week of *November* will be removed from placement and clinical activities due to liability issues. This may result in loss of mandatory hours or incomplete course work. Sault College will not be responsible for incomplete hours or outcomes that are not achieved or any other academic requirement not met as of the result of tuition default. Students are encouraged to communicate with Financial Services with regard to the status of their tuition prior to this deadline to ensure that their financial status does not interfere with academic progress.
8. Student Portal:  
The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations, in addition to announcements, news, academic calendar of events, class cancellations, your learning management system (LMS), and much more. Go to <https://my.saultcollege.ca>.
9. Electronic Devices in the Classroom:  
Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.