



**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:**

**Profitable Menu Planning Canadian Edition by Drisdale & Kerr**  
**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:**

The provisions contained in the addendum located on the portal form part of this course outline.