

**DTC**

# FSS 2130: Purchasing and inventory control

**School of Culinary Arts and Hospitality**

**Course Syllabus and Classroom Policies**

**Fall 2023: August - December**

|  |  |
| --- | --- |
| Term /Year | Fall 2023 |
| Professor | Ken Bourgoin |
| Building/Classroom | DTC #403 |
| Meeting day/Time | Mix-Mode, On-line Lecture, Class work Wednesday, Lab Face to Face 10:00am -12:50pm |
| Credit Hours: | **3** |
| Email | kbourgoin@valenciacollege.edu |
| Office Hours | M/ F 10am -12pm, T/W/R 7am – 9am |
| Contact Phone | 407-582-1915 |
| Front door access | http://frontdoor.valenciacollege.edu/?kbourgoin |
| Office | DTC Floor 5 # 535 |

##

# COURSE OVERVIEW

**Course Description**

Provides a basic study of information on purchasing food and beverages. Students will learn to create estimates of needed materials, safety and sanitation standards development, and food receiving and storage techniques.

Credits earned: 3

## **Course Objectives**

## **Major Learning Outcomes**

            This course is intended to promote an understanding of the managerial aspects of the hospitality purchasing activity.  Emphasis is placed on Strategic selection and procurement considerations based on item need, value, and supplier information.  The purchasing targets are food, beverage, supplies, equipment, services, and furnishings.  Particular attention will also be given to product identification and to the receiving, storing, and issuing sequence, as well as to the technological applications and concepts in purchasing.

**Course specific Outcomes**

**Upon completion of this course, students will be able to demonstrate:**

1. Knowledge of the generally accepted principles and procedures of selection and procurement and their applications in the hospitality industry.
2. Knowledge of how to determine the optimal amount, price, payment, and supplier;
3. Knowledge of technology applications buyers and suppliers use;
4. Knowledge of specific product characteristics, especially their market distribution, grading standards, quality differences, and other selection factors;
5. Ability to develop and document policies and procedures for controlling the purchasing function in a hospitality operation

**Materials required during each class session**

**Purchasing: Selection and Procurement for the Hospitality Industry**

            Andrew H. Feinstein, Jean L. Hertzman, and John M. Stefanelli, **Ninth Edition, 2018.**

            Wiley/ ISBN: 978-1-119-14851-7 (paperback) or ISBN: 978-1-119-19415-6 (E-Text)

## **Technology Requirements**

## Participants should verify [computer software and hardware requirements](https://community.canvaslms.com/docs/DOC-10720-which-browsers-does-canvas-support)to ensure coursework can be submitted successfully.  The latest versions of [Chrome](https://www.google.com/chrome/?brand=CHBD&gclid=CjwKCAjwte71BRBCEiwAU_V9h8UwV8vMpKLmo8ekQSaOnGzcGtYxa5ip_UiRERvf4JK5q0k6Sg__0xoCz1EQAvD_BwE&gclsrc=aw.ds) (PC) and [Safari](https://support.apple.com/downloads/safari) (Mac) are good choices for working in Canvas.

## Access to a computer or a laptop is required to complete assignments and submit through Canvas.

## Participants should have the latest version of [Microsoft Office 365](https://valenciacollege.edu/employees/office-of-information-technology/network-and-info-security-services/office-365.php) downloaded to their device.

## **Canvas**

This class will be a Mixed-Mode Lecture/Lab/ and online. You need to have canvas access to complete your assignments. It is recommended that you review the tutorials before beginning this material and set up your phone or e-mail to give alerts for Canvas. For details, contact Canvas support: 407-582-5600.

## **Core Competencies of a Valencia Graduate**

Valencia’s Student Core Competencies are complex abilities that are considered the essential elements of a successful student.  This course will help you develop and demonstrate the abilities to: (1) think clearly, critically, reflectively, and creatively; (2) communicate with others verbally and in written form; (3) make reasoned value judgments and responsible commitments; and (4) act purposefully, reflectively, and responsibly. Our goal is to provide these global competencies in the context of application; this means that students will be required to understand problems and effectively communicate an appropriate solution.

**Portfolio and or Project, purchasing menu**

Valued at 20% of your grade.

Each student is expected to provide a Portfolio, On-line Canvas Submission. Any assignments will be graded cumulatively every week. = Summer 10, Fall and Spring 12, weekly grades

**Criterion–** The purpose of this project is to create the opportunity for you to show this work to a chef/owner in the industry that will see the kind of work you have done. An employer/chef wants to see perfectly executed dishes that follow organizational patterns that can be recreated for consistency. The more work you have even the best work you have in an organized easy to follow portfolio will say a lot about how serious you are about working in the industry. This potentially may land you the job over other people, with experience, being interviewed for the same job.

**The project/portfolio will consist of**

* A power point portfolio, word document or Pdf uploaded 100%

With the purchasing menu breakdown. Significant recipes listed on the weekly menu, and will include:

* 1. Menu 5%
	2. Recipes 10%
	3. Purchasing ingredients 20%
	4. Cost/analysis 15%
	5. Packaging/shipping 10%
	6. Procedures of preparation 30% should include timing
	7. Final Overall cost 10%

**Tests**

The written tests will count for 20% of the grade. The progress tests and Essay assignments on pertinent topics that presentations will be made of, count for 10% of your final grade.

The final exam/ along with your Portfolio, will count for 20% of your final grade.

You must turn in your Project/Portfolio online , and take the final exam, it is Mandatory, failure to do so will result in an F, for the Semester.

# CLASSROOM POLICIES:

## **Attendance**

* Arrive ON TIME, complete all assignments, and remain in the class for the entire time except for scheduled breaks.
* **Three (3) absences without adequate excuses and documentation may result in withdrawal from the course**. Students who do not maintain regular attendance will be withdrawn by the professor unless other arrangements have been made with the professor. Missing the equivalent of more than three classes for any reason, other than absences excused in accordance with Valencia’s policies, is excessive and a basis for withdrawal.
* Students are responsible for all work presented when they are absent and are also responsible for any announcements made in class. Communication is critical when you are unable to attend class. If you miss a class due to an emergency, it is your responsibility to find out what was missed by communicating! Please call or email so that we can work together to help you get caught up.
* THERE IS NO GUARENTEE THAT LAB SESSIONS CAN BE MADE UP. IF YOU MISS A LAB CLASS, IT IS YOUR RESPONSIBILITY TO LEARN THE TECHNIQUES YOU MISSED.

## **“No Show” Status**

Class attendance is required beginning with the first-class meeting. If you do not attend the first-class meeting, you may be withdrawn from the class as a “no show.” If you are withdrawn as a “no show,” you will be financially responsible for the class and a final grade of “WN” will appear on your transcript for the course.

## **Class Preparation/Makeup & Late Work**

* **Reading assignments MUST BE COMPLETED before THE CLASS PERIOD FOR WHICH THEY ARE DUE**. Class discussion is based on reading and informed participation in discussion is expected. Writing and/or other homework will often accompany reading assignments and are due at the beginning of the class period.
* Assignments WILL NOT be accepted late without proper documentation of an emergency (illness, jury duty, etc.) and this will be at the discretion of the professor. Point deduction will occur for unacceptable late assignments. Otherwise, students will receive a zero (0).

## **Class Participation**

* **You should consider being a student as a full-time job.!**
* You should attend all classes, study sessions, participate in class, ask relevant questions, turn in assignments when they are due.
* Ask for help when needed from a professor, tutor, or another student.
* The faculty are expecting you to do your part and they will follow up, to ensure the kitchens and labs are cleaned thoroughly.

**Alcohol Policy**

Alcohol will be utilized in the laboratory as an ingredient in several recipes.  The provided alcohol is not for consumption under any circumstances.  Any student that tastes more than 1/8th of a tsp of the provided alcohol will be immediately dismissed from class, receive zero (0) points for the lab portion of the class, and will be considered absent.  Additionally, a report of the incident will be filed with the Dean of the School of Culinary Arts and Hospitality. For questions, please refer to the Valencia Student Code of Conduct  <http://valenciacollege.edu/generalcounsel/policy/documents/Volume8/8-03-Student-Code-of-Conduct.pdf>

**Personal Hygiene and Health Policy**

Students who participate in Culinary Management, Baking and Pastry Management and Hospitality Management lab classes must abide by the rules as set forth by the Florida Department of Health.

Illness: If you are not feeling well in any capacity, please do not come to class. Even if you are in a lecture only or non-lab class, the policies still apply due to the proximity of the kitchen, and the association of classmates, do not come to class. Talk to your instructor about make up assignments and lab days. (64E-11.005 Personnel.)

(STATE OF FLORIDA , DEPARTMENT OF HEALTH , CHAPTER 64E-11, FLORIDA ADMINISTRATIVE CODE , FOOD HYGIENE [Florida Food Code Link](https://www.flrules.org/gateway/ChapterHome.asp?Chapter=64E-11) )

 additional resources can be found on the OSHA Young Worker Website : [OSHA Guidelines for Kitchens](https://www.osha.gov/SLTC/youth/restaurant/cooking_slips.html)

Student’s not abiding by these laws will be asked to leave immediately and will not be permitted to return until rectified.

## **Communication**

* Email: kbourgoin@valenciacollege.edu
* Phone: 407-582-1915

## **Improper Technology Usage**

While you are allowed to use technology as a resource in class, it is expected that you will use the resource maturely. Please try to avoid using your cell phone/laptops for personal reasons during class time; please note you are encouraged to use these devices for material relevant to the class discussion.

**International Students (F-1 or J-1 Visa)**

Please be advised that withdrawal from this course due to attendance may result in the termination of your visa status if you fall below the full-time enrollment requirements of 12 credit hours. Consult the International Student Service office for more information.

# EVALUATION AND GRADING

**Evaluation and Course Grading**

Course evaluation is divided into four categories; together these categories will comprise the final grade.

* Attendance: 20%
* Classroom Participation/Discussions: 20%
* Project/ Portfolio: 20%
* Progress Tests/presentations: 20%
* Final Exam: 20%

Rubrics for assignments and evaluations are available on Canvas under class content

## **Grading Scale & Evaluation**

| A: 90% - 100%B: 80% - 89%C: 70% - 79%D: 60% - 69%F: below 60% |
| --- |

### **Early Alert**

### Students who are in jeopardy of failing their class will be contacted and provided with information for additional support as needed.

**Exam/Quiz Make-Up Policy**

Make-up exams will be given in emergency situations, provided the instructor is notified within a reasonable time frame. Please note that missing an exam will have an adverse effect on your grade.

Please also note that the final exam is required; missing the final exam will result in an automatic “0” on the final exam.

Late projects and/or assignments will be penalized 5 points per day late after a 1-week grace period. If you need special accommodation for turning in late work, you need to talk to my instructor about it.

# VALENCIA COLLEGE POLICIES & GENERAL INFORMATION

**Important Valencia Website Links**

* College Calendar: with Important Dates & Deadlines [Valencia College Calendar](http://valenciacollege.edu/calendar/)
* College Catalog: [Valencia College Catalog](http://valenciacollege.edu/catalog/)
* Valencia Policy and Procedures: [Valencia College Code of Conduct](http://valenciacollege.edu/generalcounsel/policy/)
* FERPA: [FERPA](http://valenciacollege.edu/ferpa/)

**Important Course and College Dates (Fall 2023)**

|  |  |
| --- | --- |
| Classes begin | August 21, 2023 |
| Drop/ refund | August 28, 2023 |
| No show reporting | August 30- September 8, 2023 |
| Labor Day (no classes) | September 4, 2023 |
| Change of program | September 8, 2023 |
| Graduation deadline | September 15, 2023 |
| Student initiated withdrawal (“W” grade) | October 27, 2023 |
| Spring registration | October 31, 2023 |
| Veterans Day Observed (No classes), faculty workday | November 10, 2023 |
| Thanksgiving Holiday (no classes) | November 22-26, 2023 |
| Faculty initiated withdrawal (“W” grade) | December 3, 2023 |
| Exam week | December 4-10, 2023 |
| Classes end | December 10, 2023 |
| Grades viewable in Atlas | December 12, 2023 |
| Winter Break (no classes) | December 21, 2023- January 1, 2024 |

**NOTE: Visit the following website for the dates in the current academic year:** [Valencia College Calendar](http://valenciacollege.edu/calendar/)

## **Withdrawal Policy**

Please see the date above for the withdrawal deadline. During a first or second attempt in the same course at Valencia, if you withdraw or are withdrawn by the professor, you will receive a non-punitive grade of “W” (Withdrawn). You will not receive credit for the course, and the W will not be calculated in your grade point average; however, the enrollment will count in your total attempts in the specific course. **Students are not permitted to withdraw after the withdrawal deadline. Date** October 27, 2023. A student may be administratively withdrawn from the course due to violation of class attendance policy; if you are withdrawn administratively, you will receive a W. Any student who withdraws or is withdrawn from a class during the third or subsequent attempt to complete the course will be assigned a grade of F. Please note that withdrawal from a course may impact financial aid; it is strongly recommended a student consult with the professor, an adviser, and financial aid before withdrawing from the course.

## **Student Code of Conduct**

Valencia College is dedicated not only to the advancement of knowledge and learning but the development of responsible personal and social conduct. By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the classroom. Violation of any classroom or Valencia rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the Student Code of Conduct in the current *Valencia Student Handbook*.

## **Academic Honesty**

Each student is required to follow Valencia's policy regarding academic honesty. All work submitted by students is expected to be the result of the student’s individual thoughts, research, and self-expression unless the assignment specifically states “group project.” Any act of academic dishonesty will be handled in accordance with Valencia policy as outlined in the Student Handbook and Catalog. At Valencia, we expect the highest standards of academic honesty. Academic dishonesty is prohibited by policy 6Hx28: 8-11 upheld by the Vice President of Student Affairs ([Valencia College Code of Conduct](http://valenciacollege.edu/generalcounsel/policy/)). Academic dishonesty includes, but is not limited to, plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, and misuse of identification with intent to defraud or deceive.

**Plagiarism**

Plagiarism is the act of taking another individual’s writingsor ideas and passing them off as your own. This includes directly copying even a small portionof the text, indirectly taking thoughts by paraphrasing ideas without correctly attributing to thesource (meaning both with signal phrases and in-text parenthetical citations), using paperswritten in previous courses (self-plagiarism), and using another individual’s research without thecorrect attribution. Any act of plagiarism or academic dishonesty will result in an automaticfailing grade on the assignment, no matter how small the infraction; to clarify, this means theassignment will receive no points. Additional action may be taken with the college’sadministrative offices. Do not endanger your academic career: If there is a severe issue, you are confused about whatconstitutes plagiarism, or you feel dishonesty is your only solution, contact me immediately andwe will discuss the matter. Remember, once the assignment has been submitted, there is nodistinction between unintentional plagiarism and intentional plagiarism – it’s just intentional inmy eyes. Students’ work will be submitted through Canvas’s plagiarism assessment tool.

## **Internet Research Statement**

Because of the variety of sources, ease of publication, lack of central control, and proliferation of commercial information on the free Internet, it is often hard to tell if information obtained online is reliable.  Many sites contain research and information of high quality; however, unlike traditional print publications or library-based electronic resources, there is usually no process of peer review, nor is there an editor verifying the accuracy of information presented on the Internet. There is an increasing number of sites containing information that may be incomplete, anonymously written, out-of-date, biased, fraudulent, or whose content may not be factual. Students should, therefore, use caution in the use of the free Internet for their research needs.  For academic topics that are addressed in scholarly literature, the use of electronic databases or visiting the library may better meet your needs.  However, each professor makes the final determination of what is, or is not, accepted as a valid source, so review the syllabus for specific guidelines from your professor.

## **Students with Disabilities**

Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and

discuss specific needs with their professor, preferably during the first two weeks of class. [Valencia College Office of Students with Disabilities](http://valenciacollege.edu/osd/)

***From the Office for Students with Disabilities:*** *Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. All requests will be kept in strict confidence.*

## **Student Assistance Program**

Valencia College is interested in making sure all of our students have a rewarding and successful college experience.  To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management, as well as relationship problems dealing with school, home, or work.  BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

**Valencia ID Cards**

Valencia ID cards are required for LRC, Testing Center, and IMC usage. No other form of ID at those locations will be accepted. Possession and utilization of a Valencia ID is mandatory to obtain these services.

## **Disclaimer**

The syllabus, assignments, and due dates are subject to change at the discretion of the professor.

**Homework and Quizzes:**

Home-works and quizzes **cannot** be made up. If a student is absent, it is his/her responsibility to contact a class member, obtain the assignment and come to the next class meeting prepared. If a student is absent, the day of a quiz, they will receive a zero. Late project and/or assignments will be penalized 5 points per day late.

**Mobile communication devices** – I understand there are many good reasons to have laptops, mobile phones and other wireless communication devices. Many of us have work and family responsibilities that sometimes cannot wait until the end of class. Recognizing that it may be necessary on occasion to communicate with others during class, please do not text, email, surf, talk, or anything else while class is in session. Feel free to leave the classroom for a “moment” to take care of any necessary communications.

 The use of electronic devices is prohibited during class. IE:

**Checking your phone messages or texting during the class will be penalized by deducting 2 points of your final grade every time the professor suspects you from doing so, holding your phone on your lap or hiding the phone behind books or personal bag will be sufficient to receive the point deduction penalties.**

**The use of Ear Pods in Lecture or Lab is Strictly Prohibited! No exceptions! Unless a hearing aid device is needed.**

***The use of E cigarettes or hookah sticks, chewing tobacco is prohibited during class time or anywhere on campus. Any infractions to this rule and you will be asked by the professor to go home for the day with the possibility of being withdrawn from class.***

 ***Leaving the class for an excessive amount of time, 10 minutes (more than 1 instance during a single class) for whatever reason will not be allowed, and counted equally like tardiness or early departure, unless excused and accepted by the professor. Pit-stop and bathroom uses are acceptable if notified to the professor.***

The following Valencia Student Competencies will be reinforced throughout the entire course.

**THINK –** Analyze data, ideas, patterns, principles, and perspectives employing facts, formulas, and procedures of the discipline.

**VALUE** – Distinguish among personal, ethical, aesthetic, cultural, and scientific values by evaluating your own and other values from a global perspective in the process of learning the discipline.

**COMMUNICATE –** Identify your own strengths and need for improvement as a communicator employing methods of communication appropriate to your audience and purposefully evaluate the effectiveness of your own and others communication.

**ACT** – Apply disciplinary knowledge, skills, and values to educational and career goals acting effectively and appropriately in various personal and professional settings responding also to changing circumstances.

**SCHEDULE OF CLASSES:**

Course Outline

|  |  |  |  |
| --- | --- | --- | --- |
| **Month** | **Date** | **Topic** | **Chapters Reviewed** |
| 8 | 23 | Syllabus and PoliciesThe Concepts of selection and procurementTechnology applications in purchasing**Discussion 1                                                         9/1** | 12 |
| 8 | 30 | Distribution systemsForces affecting the Distribution systems**Discussion 2                                                         09/08** |  34  |
| 9 | 6 | The Purchasing FunctionThe organization, administration, and evaluation of purchasing**Quiz 1                                                                   09/15** | 56 |
| 9 | 13 | The purchase spec: an overall viewThe optimal amount | 78 |
| 9 | 20 | Determining Optimal purchasing prices and payment policiesThe Optimal Supplier**Discussion 3                                                         09/22** | 910 |
| 9 | 27 | Typical ordering procedures Typical Receiving procedures**Quiz 2                                                                   9/29** | 1112 |
| 10 | 4 | Typical storing management proceduresSecurity in the purchasing function | 1314 |
| 10 | 11 | Fresh ProduceProcessed Produce and other grocery items**Discussion 4                                                        10/20** | 1516 |
| 10 | 18 | Dairy Eggs   | 1718  |
| 10 | 25 | PoultryFish**Quiz 3                                                                   11/3** | 1920 |
| 11 | 1 | Meat | TEST |
| 11 | 8 | Beverages**Discussion 5                                                         11/17** | 21  |
| 11 | 15 | Nonfood expense itemsServices **Discussion 6                                                         11/24** |  2324  |
| 11 | 22 | **Thanksgiving break**   |     |
| 11 | 29 |  Furniture, Fixtures, and Equipment**Quiz 5                                                                   12/08** |  25 |
| 12 | 6 | **Final Exam -**  |   |

**Project/ Portfolio Grading Scale**

Course Name: FSS 2130

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Criterion 1 Menu | grade |
| Menu | 5% |
| recipes | 10% |

|  |  |
| --- | --- |
|  Criterion 2 –Recipes | grade |
| Purchasing ingredients | 20% |
| Cost Analysis | 15% |
| Procedures of preparation (any losses between AP and EP) | 30% |

|  |  |
| --- | --- |
| Criterion 3 – Final Analysis | grade |
| Packaging/shipping  | 10% |
| Final overall cost per recipe and overall cost of menu per plate | 10% |

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Professor Ken

Grade total \_\_\_\_\_%