

HFT 1820: Food and Beverage Purchasing

Valencia College

West Campus

ONLINE COURSE SYLLABUS

Instructor:	Scott Richardson, MA	Term:	Fall 2017
Office:		Section	HFT 1820-10795
Phone:	(458) 202-0932	Class Meeting Days:	Online
E-Mail:	srichardson19@valenciacollege.edu	Class Meeting Hours:	Online
Office		Class Location:	Blackboard
Hours:	Virtual		

I. Valencia College Course Catalog 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.

II. Course Objectives

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:

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

III. Course Prerequisites

None

IV. Course Credits

This is a 3-credit course.

V. Required Texts and Materials

Purchasing: Selection and Procurement for the Hospitality Industry

Andrew H. Feinstein, Jean L. Hertzman, and John M. Stefanelli, **Ninth Edition, 2017.**

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

Additional articles and case studies will be required reading and will supplement the textbook and lectures. These will be posted throughout the semester in the “Course Content” tab in Blackboard.

VI. Format

This is an Online Course, with a Combination of lectures, class discussions, and student projects.

VII. Course Requirements and Grading

The combined scores obtained on the following determine the final course grade:

Assessment	Total Points	Percent of Final Grade
Attendance/Participation	190	19%
Syllabus Quiz	10	1%
Assignments	200	20%
Semester Project		
Examinations		
3 Exams (100 Pts. Each)	300	30%
Final Exam	300	30%
TOTAL	1000	100%

Grading criteria: The following scale will be used:

900-1000	= A
800-899	= B
700-799	= C
600-699	= D
500-599	= F

All Attendance records, graded tests, and other assignments in this course will be available online in Blackboard. Students can access their scores throughout the semester using the “Grades” function of Blackboard. If you have a question or concern, please ask in a timely manner to avoid “last-minute” disputes. The student should resolve grade issues with the Instructor (via email, telephone) within 3 business days after grades are posted. Failure to address an issue regarding posted grades within 3 business days will result in the grade standing as recorded.

VIII. Course Policies:

Attendance & Class Participation

Attendance and class participation are required. Attendance will be tracked and recorded by a “Checking in System” each week. I will place a “Checking In” discussion thread, whereby you simply reply, “Checking In”. This will record your attendance. If you miss **more than three** (3) “Check-In’s, I reserve the right to withdraw you from the class, or fail you. (see below for the attendance rubric).

****Please remember, you cannot claim to be in attendance if you do not reply “checking in” during the week that attendance is taken.**

Attendance Rubric:

Attendance will account for 14% of the course grade. Aside from being required to actively participate in class and be a positive influence on the rest of the students, you will be graded on your attendance in the following manner:

0	absences	= 100% for the attendance grade (190 points)
1	absence	= 80% for the attendance grade (152 points)
2	absences	= 50% for the attendance grade (95 points)
3	absences	= 0% for the attendance grade (zero points)
4	absences	= withdrawal from the course

This is an online class; therefore, students will be held responsible for all material covered in each week’s folder. It is your responsibility to read all the information in each folder.

In addition, each student must be in the online classroom for a **minimum** of 3 hours per week, with additional work, readings, and discussions, expect longer work hours in the course. The Instructor works under the premise that students read the assigned material and completed any activities during the given week. Sometimes the amount of work per week will fluctuate.

Exam Policy

There will be 4 exams during the course, including the final exam. Exams will consist multiple choice, true/false, and possibly some short-answer questions. All exams will be administered online and are timed. Some questions involve basic math and may require use of a calculator. Cell phones may be used as calculators. The material covered on the exams will include topics from the assigned readings, lectures, PPT's and textbook case studies. You can use any and all materials as your resources. I would highly recommend that you prepare for each exam. Remember, these are timed exams and you will not have the time to look for the answers and still expect a high grade.

The exams are scheduled in advance and no make-up exams will be given without proof of acceptable documentation. Make-up exams are **NOT** guaranteed. Documentation must be provided by the student and is subject to review by the Instructor and/or the administration to determine if the proof is indeed acceptable as determined by Valencia College standards and policies. If an exam is missed and circumstances do not warrant a make-up exam, and the student has not communicated with the professor prior to or up to one week after the exam date, the student will receive a zero for that exam.

The Final Exam will be opened up on December 11th, 2017 at 8am, and will close the same day at 11:59PM EST. Do not miss this deadline!

Late Work Policy

Any assignments due for this course will be submitted on time and online. I will not accept any late work regardless of excuse.

Extra Credit Policy

There is no extra credit.

Withdrawal Policy

The withdrawal policy date for the semester is November 10th, 2017. If students withdraw before this date, they will receive a "W". Please refer to Valencia College Catalog and/or Atlas for specific information on the Withdrawal policy.

IX. Course Policies: Student Expectations

Professionalism Policy

Per Valencia College policy and online classroom Netiquette. See below for more details.

NETIQUETTE POLICY! You are the only student, so the below is not applicable, but I will keep it in the syllabus.

Basic netiquette guidelines include:

- Be respectful of other people and their opinions.
- Write clearly and pick your words carefully, avoiding humor and sarcasm. Visual cues used to convey meaning when speaking with others in a face-to-face environment are missing in online communications, so be sure to convey your thoughts carefully. Posts based upon race, religion, color, national origin, age, sex, sexual orientation, gender identity or expression, genetic information, or disability, out of the context of the discussion, generally are inappropriate.
- Do not post or distribute material that would offend or frighten a reasonable person.
- Inflammatory, condescending, harassing, or derogatory remarks are inappropriate.
- Use proper spelling, grammar, capitalization, and punctuation. Using all capital letters in online communications is considered SHOUTING.
- Use emoticons, (e.g. smiley faces) and chat acronyms (e.g. LOL, BRB) sparingly because they could be misinterpreted.
- When posting to a discussion forum, keep your post on topic and be sure to add content that contributes to the topic.
- Be aware of plagiarism and copyright guidelines. Cite your sources (APA Format only) and refrain from posting or distributing content that is copyright protected.

The netiquette guidelines above are taken from the Campus Student Handbook. Faculty may edit and/or add to them as needed.

COMPUTER AND BROWSER REQUIREMENTS:

In addition to the college's existing requirement that students use computers with the latest antivirus software and operating system patches, you should own or have access to a computer that meets the requirements of Blackboard. Note that not all browsers are compatible with Blackboard and using an incompatible browser may cause browser errors when using certain features. Mozilla Firefox is the preferred browser for Blackboard. Refer to the support information in Blackboard to determine if your computer and browser meet the Blackboard requirements.

Valencia College Student Core Competencies

Think

Think clearly, critically, and creatively, analyze, synthesize, integrate and evaluate in many domains of human inquiry

To think, what must you do?

1. analyze data, ideas, patterns, principles, perspectives
2. employ the facts, formulas, procedures of the discipline
3. integrate ideas and values from different disciplines
4. draw well-supported conclusions
5. revise conclusions consistent with new observations, interpretations, or reasons

How and where must you think?

- with curiosity and consistency
- individually and in groups

Samples of my work which demonstrate that I can:

- identify data, ideas, patterns, principles, perspectives
- use facts, formulas, procedures
- draw well-supported conclusions
- integrate ideas and values from different disciplines
- revise my conclusions in light of new observations, interpretations, or reasons

Value

Make reasoned judgments and responsible commitments

To value, what must you do?

- 1 recognize values as expressed in attitudes, choices, and commitments
- 2 distinguish among personal, ethical, aesthetic, cultural, and scientific values
- 3 employ values and standards of judgment from different disciplines
- 4 evaluate your own and others' values from individual, cultural, and global perspectives
articulate a considered and self-determined set of values

How and where must you value?

- with empathy and fair-mindedness
- individually and in groups

Samples of my work which demonstrate that I can:

- identify values expressed in feelings, attitudes, beliefs, choices, and commitments
- recognize my own and others' values
- distinguish among personal, ethical, aesthetic, cultural, and scientific values
- employ values and standards of judgment from different disciplines
- evaluate my own and others' values from global or universal perspectives
- commit to actions consistent with a considered and self-determined set of values

- **Act**

Act purposefully, effectively, and responsibly

To act, what must you do?

- 1 apply disciplinary knowledge, skills, and values to educational and career goals
- 2 implement effective problem-solving, decision-making, and goal-setting strategies
- 3 act effectively and appropriately in various personal and professional settings
- 4 assess the effectiveness of personal behavior and choices
- 5 respond appropriately to changing circumstances

How and where must you act?

- with courage and perseverance
- individually and in groups
- in your personal, professional, and community life

Samples of my work which demonstrate that I can:

- act effectively and appropriately in different contexts and settings
- implement problem-solving and decision-making strategies
- manage my time and activities in daily life
- apply disciplinary knowledge, skills, values to my goals
- plan for and implement desirable change in response to circumstances

Communicate

Communicate with different audiences using varied means

To communicate, what must you do?

- 1 identify your own strengths and need for improvement as communicator
- 2 employ methods of communication appropriate to your audience and purpose
- 3 evaluate the effectiveness of your own and others' communication

How and where must you communicate?

- by speaking, listening, reading and writing
- verbally, non-verbally, and visually
- with honesty and civility
- in different disciplines and settings

Samples of my work which demonstrate that I can:

- identify my own strengths and weaknesses as a communicator
 - analyze audience to improve communication in various settings
 - communicate in different contexts, settings, and disciplines
- evaluate effectiveness of my own and others communication

Disability Access

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 (OSD) determines accommodations based on appropriate documentation of disabilities (West Campus SSB 102, Ext.1523).

Academic Conduct Policy

Each student is expected to do his or her own work, unless otherwise specified. It is expected that you cite any and all works in all assignments. Cheating will not be tolerated and will result in an automatic “F” on that exam or assignment. Depending on the severity of the infraction, your grade for the course may be an “F”. You have been given permission to use all available resources, however, this policy will cover, as stated above, references and in-text citations. If you use someone else’s idea, regardless of whether you quote these or not, there must always be citations and references. In this course, we use APA format. If you are not sure of this format, please click on the following link: <http://www.apastyle.org/>

X. Important Dates to Remember

Please note the following important dates and times. Deadlines related to class assignments are tentative and can be changed at the discretion of the Instructor.

No Show Reporting:	Sept 6 th - 15 th , 2017
Labor Day	Sept 4 th , 2017
Drop/Refund Deadline:	Sept 5 th , 2017
Thanksgiving Break (No Class)	November 22 nd - 26 th , 2017
Withdrawal Deadline:	November 10 th , 2017
Final Examination: (Deadline is set)	December 11 th , 2017 by 11:59PM EST in Blackboard.

Course Calendar

Month	Date	Topic	Chapters Reviewed
8	28	Syllabus and Policies Selection, Procurement	1
9	4	*Labor Day (Sept 4th, 2017) - No expectations on this day only. You are responsible for the reading this week. Technology Applications	2
9	11	Distribution Systems Forces Affecting the Distribution Systems	3 4
9	18	Exam 1 - Chapters 1 - 4	TEST
9	25	An Overview of the Purchasing Function The Organization & Administration of Purchasing	5 6
10	2	The Buyer's Relations with Other Company Personnel The Purchase Specification: An Overall View	7 8
10	9	Exam 2 - Chapters 5 - 8	TEST
10	16	The Optimal Amount/ The Optimal Price	9 10
10	23	The Optimal Payment Policy,	11
10	30	The Optimal Supplier	12
11	6	Exam 3 – Chapter 9 - 12	TEST
11	13	Typical Ordering Procedures Typical Receiving Procedures,	13 14
11	20	**Thanksgiving break is from Nov 22-26th, 2017. No expectations during this time. Typical Storage Management Procedures Meat (Read only for Final Exam) Fresh Produce (Read only for Final Exam)	15 17 23
11	27	Security in the Purchasing Function	16
12	4	Beverages Project Due in the drop box in Blackboard no later than December 4th, 2017 11:59PM EST.	24
12	11	Final Exam - Chapters 13 - 17, 23 & 24 Due 11:59PM EST	

*** Please remember, because this course is online, there are no official holidays observed. Having said that, I do not expect any student to work during, Labor Day or Thanksgiving break.

Please note that the calendar dates are showing the Monday of the week only. It is your responsibility to complete all material within the weekly folder by Sunday of that given week, no later than 11:59PM EST.