

RARITAN VALLEY COMMUNITY COLLEGE
ACADEMIC COURSE OUTLINE

FMTC 230 HOSPITALITY PURCHASING

I. Basic course Information

- A. Course Number and Title: FMTC 230 – Hospitality Purchasing
- B. New or Modified Course: Modified
- C. Date of Revision: September 2015
- D. Effective Date: Fall 2016
- E. Sponsoring Department: Business and Public Service
- F. Semester Credit Hours: 3
- G. Weekly Contact Hours: Lecture 3
Lab 0
Out of class student work per week: 6
- H. Prerequisites: None
- I. Laboratory Fees: None
- J. Name and Telephone Number of Department Chair: Pattiann Kletz, Business and Public Service Department, (908) 526-1200 x8878

II. Catalog Description

This course examines principles related to the procurement of food, beverages, services, furniture, fixtures and equipment for hospitality operations. Topics include product knowledge, selection criteria, evaluation techniques, quality standards, product safety, writing and understanding product specifications, vendor relations and government regulations. Ordering, receiving and inventory management will also be emphasized.

III. Statement Of Course Need

- A. The purchase of food and materials constitutes approximately one-half of the cost of doing business in the hospitality industry. The magnitude of purchase of materials, supplies and equipment to start up, operate, or renovate a hospitality enterprise can easily reach a six digit dollar figure. Consequently, an astute

purchaser, backed by intelligent purchasing procedures, can significantly affect the profit or loss statement of any hospitality enterprise.

- B. This course does not require a lab.
- C. This course generally transfers as a Food and Beverage Program elective.

IV. Place Of Course in College Curriculum

- A. Free elective
- B. This is a required course for Food and Beverage Management AAS Degree and Certificate
- C. Course transferability: for NJ schools go to NJ Transfer website www.njtransfer.org. For all other colleges and universities go to their individual websites.

V. Outline Of Course Content

- A. Concepts of Selection and Procurement
- B. Technology Applications in Purchasing
- C. Distribution Systems
- D. Purchasing Function
- E. Organization and Administration of Purchasing
- F. Purchase Specifications
- G. Optimal Amount to Purchase
- H. Optimal Price
- I. Optimal Payment
- J. Ordering Procedures
- K. Receiving Procedures
- L. Storage Procedures
- M. Security Issues
- N. Fresh and Processed Produce
- O. Grocery Items
- P. Dairy Products
- Q. Eggs and Poultry
- R. Fish and Seafood
- S. Meats
- T. Beverages
- U. Non-food Expense Items
- V. Services
- W. Furniture, Fixtures and Equipment

VI. Educational Goals and Learning Outcomes

A. Education Goals

At the completion of this course, students will be able to:

1. Apply knowledge to solve problems. (GE- NJ 2)
2. Organize thoughts to communicate effectively. (GE-NJ 1)

3. Evaluate information to predict outcomes. (GE-NJ 2)
4. Interpret information to make judgments concerning ethical issues (GE-NJ 9)

B. Learning Outcomes

At the completion of this course, students will be able to:

1. Describe the methods of purchasing hospitality supplies.
2. Classify the functions of each of the following: processor, broker, agent, distributor, end user, and producer.
3. Apply facts regarding quality, yields, pricing, marketing and distributing of commodities into purchasing decisions.
4. Apply basic menu items following correct industry standards.

C. Assessment Instruments

1. quizzes & exams
2. class participation
3. projects
4. assignments

VII. Grade Determinants

- A. quizzes & exams
- B. class participation
- C. projects
- D. assignments

Given the goals and outcomes described above the primary modes of teaching and learning that may be used in the course are:

- A. hands-on training
- B. teacher and student demonstration
- C. lecture / discussion
- D. small group projects
- E. student oral presentations
- F. student collaboration

VIII. Text and Materials

Suggested texts

Feinstein, A.H. and Stefanelli, J.M. *Purchasing: Selection and procurement for the Hospitality Industry* – John Wiley and Sons, Inc., latest Edition

Labensky, S.R. and A.M. Hause *On Cooking: A Textbook of Culinary Fundamentals* – Prentice-Hall, Inc.

The course outline is intended only as a guide to course content and resources. Do not purchase textbooks based on this outline. The RVCC Bookstore is the sole resource for the most up-to-date information about textbooks.

IX. Resources

A. A fully stocked commercial kitchen.