

RARITAN VALLEY COMMUNITY COLLEGE  
ACADEMIC COURSE OUTLINE

FMTC 232 CATERING MANAGEMENT

**I. Basic Course Information**

- A. Course Number and Title: FMTC-232 Catering Management
- 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: 4 Lecture 2  
Lab 2  
Out of class student work per week: 4
- H. Co-requisites: FMTC 110 Food Preparation I
- I. Laboratory Fees: Yes
- J. Name and Telephone Number of Department Chair: Pattiann Kletz,  
Business and Public Service Department, (908) 526- 1200 x8878

**II. Catalog Description**

Co-Requisite FMTC 110 Food Preparation I This course is an introduction to catering management in the hotel/restaurant industry. It provides an overview of the requirements in developing a successful catering program in hotels, restaurants, and private concerns. Students will recognize the factors involved in preparation and service that determine the acceptability of food (quality, quantity, appearance, palatability and price). Students will need to purchase chef's jacket, hat and apron by the second class. It is recommended that students purchase their own knives.

**III. Statement of Course Need**

- A. Catering operations exist throughout the hospitality industry. Food and beverage managers should be familiar with the unique issues and challenges that arise in catering. Catering management integrates skills and knowledge acquired in other courses – culinary, legal, management, purchasing, cost control, sanitation and marketing.
- B. The lab is required in this class to give students hands on experience in food preparation.
- C. This course generally transfers as a Food and Beverage Program Elective.

#### **IV. Place of Course in College Curriculum**

- A. Free Elective
- B. The course meets a program requirement for the Food and Beverage Management, A.A.S. Degree Program and Certificate.
- C. Course transferability; for New Jersey schools go to the NJ Transfer website, [www.njtransfer.org](http://www.njtransfer.org). For all other colleges and universities go to their individual websites.

#### **V. Outline of Course Content**

- A. History of Banquets
- B. Styles of Catering Operations
- C. Catering Foodservice Development
- D. Catering Sales and Marketing
- E. Catering Menu Program
- F. Food and Beverage Operational Controls
- G. Catering Menu Pricing and Controls
- H. Catering Menu Design
- I. Catering Beverage Management
- J. Quality Service and Standards
- K. Managing Catering Equipment

#### **VI. General Educational and Course Learning Outcomes**

##### **A. General Educational Learning Outcomes**

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

1. Create plans in order to achieve desired results.(GE-NJ 1)
2. Use given information to make judgments concerning ethical issues (GE-ER)
3. Design a market survey and interpret the data (GE-IL)
4. Apply data to develop menus. (GE-NJ1)
5. Develop contingency plans. (GE-NJ 1)

##### **B. Course Learning Outcomes**

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

1. Budget costs and selling prices.
2. Prepare and serve menu items.
3. Organize staff and equipment needed for on- and off-premise events.

**C. Assessment Instruments**

1. Quizzes
2. Exams
3. Labs
4. Class participation
5. Event planning and participation
6. Assignments

**VII. Grade Determinants**

- A. Quizzes
- B. Exams
- C. Labs
- D. Class participation
- E. Event planning and participation
- F. 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. Texts and Materials**

Suggested Text

Catering Management (Latest Edition), Scanlon, Nancy Loman, John Wiley & Sons

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

Required Materials

Chef's jacket, hat and apron by second class

Recommended Materials

Knives

**IX Resources**

A fully stocked commercial kitchen.