

CULINARY ARTS INSTITUTE FOOD SERVICE MANAGEMENT/CULINARY ARTS PROGRAM FSMGMT 110 - MANAGING CATERING OPERATIONS

Syllabus Fall 2013

Section: 0266

Location: Culinary Arts Institute Building – Rm. 232

Hours: Tuesday/Thursday,

Lecture – 9:25am – 10:20am Lab – 10:30am – 12:35pm

Text: Catering – A Guide to Managing a Successful Business Operation, Author: Mattel

Chef Instructor: Chef Louis Eguaras, PSB, CPFC

Phone: 818-364-7706

Email: EguaraLJ@lamission.edu

Office Location: Culinary Arts Institute Building – Rm. 215
Office Hours: By Appointment ONLY or Before Class

PREREQUISITE: FSMGMT 050 Sanitation & Safety, FSMGMT 100 – Intro to Hospitality Industry and

FSMGMT 101 - Food Production I

<u>WHAT ARE STUDENT LEARNING OUTCOMES?</u> Student Learning Outcomes (SLO's) focus on designing curriculum around answering this question:

• What will a student be able to <u>DO</u> in his/her multiple roles with what he/she learns in the course?

When instruction focuses on SLO's the learning process is more learner centered and more relevant to a student's life.

STUDENT LEARNING OUTCOMES

- Upon successful completion of this course students will demonstrate proper knowledge, skills, theory, practice of the catering industry.
- Upon successful completion of this course students will define several styles of catering and be able to implement them in action.
- Upon successful completion of this course students be able to understand the importance of having a detailed catering menu and service.

<u>COURSE DESCRIPTION</u>: This course is a study of catering sales and operations, including 'hands on' practicum and interpersonal dynamics from production through a service. Students will experience working on catering events on-site and off-site.

INSTRUCTION METHODS

Various methods of instruction are utilized, including lectures, class opinion, polls, discussions, films, slides and guest lectures and field trips to do on-site inspections at foodservice operations. A primary objective of this particular course is to establish an atmosphere in which each student feels that he may express his own point of view without feeling

threatened, and that questions may be asked and answered without embarrassment. No limits are placed upon the subject matter or the extent of questioning, except that all discussions should be in "good taste" and with due recognition of the varying personal, economic, religious and social backgrounds of each class member and the level of maturity of the group as a whole. Occasionally, if the topic lends itself, the class will be broken into small discussion groups, each with a recorder. At the end of the class, the recorders will become a panel and report their findings to the class. The Catering Project will be an individual project. You will choose a catering company concept and create your own catering company. You will present your findings in class.

<u>UNIFORM CODE:</u> Students must be in proper Catering uniform (Tuxedo) at all times. It is the student's responsibility to be dressed in clean, proper attire during their entire time in the Culinary Arts Institute Building. If you are not dressed appropriately/complete uniform, you will not be admitted to class, and you will be given an absence for the day. NO EXCUSES!

Occasionally there will be events where the CAI chef coat full uniform will be mandatory. You will be informed ahead of time when you need to bring your chef coats.

Dress Attire to Be Worn For Every Class Meeting

No earrings / piercings' (men and women) Fingernails must be kept short, 1 ring, 1 watch.

Men and Women: Black Tuxedo Pants

Black/white socks

White long sleeve shirt (tuxedo)

Black Shoes - Non Slip Black bow tie (tuxedo)

This can be purchase at www.newchef.com

Uniform attire to be kept professional, i.e., no shirts hanging out, bow ties MUST be worn AT ALL TIMES when on campus and in the Culinary Arts Institute Bldg., etc.

Student will be sent home and marked absent if not in full uniform.

COMPLETE CAI CHEF COAT UNIFORM:

- White CAI Chef Coat, white bistro apron, black skull cap, neckerchief/cravat, heavy non-slip black shoes
 with shoe laces/ties or clogs, black or white socks, and houndstooth/checkered pants. <u>Student will be
 sent home and marked absent if not in full uniform.</u>
- No nail polish, faux nails or rings. Wedding band okay. Nails must be trimmed and short. No excuse.
- No sweaters or hoodies under the chef coat. Wear white thermal long sleeve shirts instead.
- No earrings (studs ok), nose rings or facial piercings.
- Completely clean shave or beard and mustache trimmed neat to ¼ inch in length. You will be sent home if you have not shaved and can only return if you have shaved.

<u>ATTENDANCE</u>: Culinary Arts Institute's attendance policy approximates the expectations found in a working situation. It is essential that each student learns the discipline of regular and prompt attendance as well as the skills involved in the culinary arts and hospitality industries. At the time the student moves from training into a career, the employer will be very interested in dependability and punctuality. No matter how skilled the person, an employee is valuable only when present on the job. The faculty and staff of Culinary Arts Institute @ LAMC consider each moment in class imperative for success. When the student is not in the classroom, the

information missed cannot be recaptured. If you are absent for three (3) days or more, you will be dropped from the class and will have to retake the course next semester.

IMPORTANT: If you stop attending a class (or wish to drop a class), YOU MUST DROP THE CLASS YOURSELF – OFFICIALLY – on or before November 7, 2013 (internet). Failure to do so may result in a grade of "F" in the class.

MISSED WORK: If a student arrives late to class, and a test is still in progress, the student may take the test with no penalty. If a student misses a test or an assignment, the test/assignment will have ten (10) points deducted from the score. The student must contact his/her chef instructor to arrange to make-up the test/assignment prior to his/her return to the next scheduled class. If a student does not contact the chef instructor to make-up the test assignment before the day he/she returns to the next scheduled class, the student will receive a zero (0) for the test/assignment.

<u>MANDATORY CATERING HOURS PERFORMED:</u> Each student will need to complete 100 hours of catering onsite or offsite. A Catering Time Sheet will be provided and all submissions of timesheets will be sent via email or save in the catering binder. You must complete 100 hours to pass the course.

<u>PROJECT-BASED LEARNING:</u> Project-Based Learning (PBL) is an instructional approach built upon realistic learning activities. PBL engages student's interest and motivation while helping the student recognize the projects significance. This will be done every week and groups will be assigned.

<u>CAMPUS PARKING</u>: Students must park in the Student Parking levels and not in the Faculty/Staff parking level. Your cooperation on this is greatly appreciated. Valid Faculty/Staff parking permit is required to park in the Faculty/Staff parking area. Any student found parked in Faculty/Staff parking area will be subject to getting a parking ticket and/or towed at the expense of the student.

TEXTBOOKS:

Catering – A Guide to Managing a Successful Business Operation

Author: Bruce Mattel - ISBN: 978-0-7645-7645

STUDENTS WITH SPECIAL NEEDS

If you have any health impairments that require regular medication, or any other disability that might affect your performance in class, and would like your chef instructor to make special accommodations, please call our campus Special Services Director, Dr. Rick Scuderi as soon as possible. Dr. Scuderi can be reached at 818-364-7734. He will help you arrange special accommodations for your classes. The special needs of each student are met, in part, by:

- 1. Group discussion at the "peer" level, providing for the interchange of ideas
- 2. Reading materials supplementing the required text material
- 3. Availability of the teacher for personal interviews and referral to appropriate community resources as indicated.

METHODS OF EVALUATION

Grading is based upon weekly class assignments, exams, journal reports, Internet assignments and a final examination based on the Catering book plus the catering and final event projects. Participation in class will also be evaluated.

GRADING PROCEDURES

1. Homework/Group Projects:

300 points

Complete all Apply Knowledge and Multiple Choice questions at the end of each chapter. You will earn 10 points per chapter for homework each week. Complete the study questions at the end of each section/chapter. These will be turned in or checked each week.

2. Attendance/Participation in Class and Group Projects:

200 points

If you are not present in class for lecture and in-class assignments, you will lose points and your grade will be lowered. Attendance is a very important part of your grade, and is required to pass the class.

3. Progress Examinations:

150 points

There will be four quizzes per semester, each worth 25 points and one Midterm worth 50 points.

4. Catering Project & Presentation:

150 points

The Catering project will be an individual. It is due as assigned and students must complete this assignment to receive a passing grade in the class. You will be required to give an oral presentation of this project as well.

5. FINAL Exam and Mandatory Catering Events:

200 points

Homework/Group Projects	30%
Attendance/Class Participation	20%
Progress Exams	15%
Final Catering Project	15%
Exam	20%

GRADING SCALE:

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

CULINARY ARTS INSTITUTE LOS ANGELES MISSION COLLEGE

FOOD SERVICE MANAGEMENT/CULINARY ARTS PROGRAM FSMGMT 110 - MANAGING CATERING OPERATIONS

TUESDAY/THURSDAY, 9:25am -12:35pm

Course Outline Fall 2013

Please note that the schedule below may be subject to change.

WEEK 1	DATE	TOPIC	ASSIGNMENTS
Day 1	8/27	• Introductions	Online Handouts
TUES	<i>3, = :</i>	• Career Paths	Read Chapter 1
		• Culinary Trends	rieda Griapter 1
		Hospitality Trends	
Day 2	8/29	Chapter 1 - Introduction to Catering	Online Handouts
THURS	3, 23	Career Outlook for Catering	• Read Chapter 2
		Profile of a Successful Caterer	rieda Griapter 2
		Finding Your Catering Identity	
		• Types of Catering	
WEEK 2	DATE	TOPIC	ASSIGNMENTS
Day 3	9/3	Chapter 2 – Starting Your Catering Business	Online Handouts
TUES	•	Location, Location	• Read Chapter 3
		Creating a Business Plan	·
		Permits, Licenses and Insurance Policies	
		Growing Your Business	
Day 4	9/5	Chapter 3 – Pricing for Profit	Online Handouts
THURS		Maximizing Profitability	• Read Chapter 4
		Pricing Strategies	
		Calculating Food Cost	
		Portion Control	
WEEK 3	DATE	TOPIC	ASSIGNMENTS
Day 5	9/10	 Chapter 4 – Setting Up the Catering Kitchen 	Review for
TUES		Kitchen Design and Construction	Progress
		• Essential Equipment, Caterer's Equipment List and Functions	
Day 6	9/12	 Continue Chapter 4 – Setting Up the Catering Kitchen 	Prepare for
THURS		Organizing and Managing Kitchen Receiving and Storage	PowerPoint
	 Safety Tips: Creating a Worker Safety Manual and Food Safety 		Presentation
		Manual	
WEEK 4	DATE	TOPIC	ASSIGNMENTS
Day 7	9/17	Teams will Present PowerPoint	Prepare for
TUES			PowerPoint
	2/12	F: 11 B B 1 1 B	Presentation
Day 8	9/19	Finish PowerPoint Presentations	• Read Chapter 5
THURS WEEK 5	DATE	TOPIC	ASSIGNMENTS
	9/24		
TUES	,		Read Chapter 6Online Handouts
IOLO		Finding and Hiring StaffHow to Hire Staff	• Omme namouts
		Tax Issues Involved in Hiring Workers	
		Staff Training and Managing and Retaining Staff	
		Start Halling and Managing and Netalling Start	

Day 10	9/26	Chapter 6 – Marketing	Online Handouts	
THURS	3,20	• The 4 Ps of Marketing	• Read Chapter 7	
		Marketing Plan	nead Grapter 7	
		Business Branding and Promotion Strategies		
WEEK 6	DATE	TOPIC	ASSIGNMENTS	
Day 11	10/1	Chapter 7 – Event Planning	Online Handouts	
TUES		Role of Event Planner: What Event Planners Do	Review for	
		Event Planning Process and Menu Design	Progress	
		Dealing with Money and Contracts		
		Executing the Event		
Day 12	Pay 12 10/3 • Continue Chapter 7 – Event Planning		 Online Handouts 	
THURS		 Dealing with Money and Contracts 	• Read Chapter 8	
		Executing the Event		
WEEK 7	DATE	TOPIC	ASSIGNMENTS	
Day 13	10/8	• Chapter 8 – How Can We Serve You?	Online Handouts	
TUES		The Importance of Staff Training	• Read Chapter 9	
		The Basics of Table Service		
		General Maintenance To-Do List, Seasonal Building Schedule and		
		Break Down To Be Performed in Each Area		
		Food-Service Staff Checklists		
Day 14	10/10	 Chapter 9 – Food Preparation and Service 	Online Handouts	
THURS		The Recipe Manual	• Read Chapter 10	
		The Production Plan		
		Theme-, Event- and Venue-Driven Menus		
		Techniques for Successfully Holding Foods		
		Transporting Food Topic Topic		
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WEEK 8	DATE	TOPIC	ASSIGNMENTS	
Day 15	DATE 10/15	TOPIC • Chapter 10 – Dining Room and Beverage Management	Online Handouts	
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Day 15 TUES Day 16		TOPIC • Chapter 10 – Dining Room and Beverage Management • Dining Room Management • Beverage Management • Chapter 11 – Sample Menus and Service	Online Handouts	
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		Teams will Present PowerPoint	
Day 24	11/14	Offsite Catering	
THURS		Teams will Present PowerPoint	
WEEK 13	DATE	TOPIC	ASSIGNMENTS
Day 25 TUES	11/19	Discuss the help on Thanksgiving Prep	
Day 26 THURS	11/21	Discuss the help on Thanksgiving Prep	
WEEK 14	DATE	TOPIC	ASSIGNMENTS
Day 27 TUES	11/26	Individual Catering Projects Presentation	
Day 28 THURS	11/28	HOLIDAY – Thanksgiving Day	
WEEK 15	DATE	TOPIC	ASSIGNMENTS
Day 29 TUES	12/3	Individual Catering Projects Presentation	
Day 30 THURS	12/5	Individual Catering Projects Presentation	
WEEK 16	DATE	TOPIC	ASSIGNMENTS
Day 31 TUES	12/10	• Final Paper	Enjoy the Winter Break!
Day 32 THURS	12/12	Final Practicum	Register for Spring 2014!!!

HOLIDAYS (College CLOSED)

Labor Day-September 2 Veteran's Day-November 11 Thanksgiving-November 28 to December 1

GENERAL CALENDAR DATES

Applications Accepted	Year Round
Assessment and Orientation	Year Round
Residency Determination Date	August 25
DAY AND EVENING CLASSES BEGIN	August 26
Saturday classes begin	August 31
Last day to petition for Credit/No-Credit	October 4
Deadline to petition for Fall 2013 Graduation	October 18
Classes End	December 7
FINAL EXAMS	December 9-14
Semester ends	December 15

PRIORITY Registration Dates:

Enrollment is ONLINE and BY APPOINTMENT ONLY

(You may not register before your appointment date and time.)

EOPS, DSPS Foster Youth and Veterans May 2 to May 5 May 29

New and re-entering students

ADD Dates

Late ADDs are not permitted

Deadline to add full term (semester length) classes September 6 Last day to add an audit September 6 Last day for Section Transfer September 6

NOTE: The deadlines listed on this page are for full-semester 16 week classes.

Contact the class instructor for deadlines on late start, short-term, and special program classes.

DROP Dates

PLEASE NOTE: This is an earlier and revised deadline. A "W" will appear on your transcript record after this date. This is a new LACCD enrollment limit. The limit is now three times to take a class and includes both substandard grades and withdrawals.

Drop classes with a "W" - Letter grade is required after this date and forward - November 17

*PLEASE NOTE: The District required earlier and revised deadlines starting Summer 2012. A "W" will appear on your transcript record after this date. REMINDER: There is a new LACCD enrollment limit. The limit is now three times to take a class and includes both substandard grades and withdrawals. (See Important Notice, page 3)

YOU MUST DROP THE CLASS YOURSELF ONLINE OFFICIALLY on or before November 17, 2013. Failure to do so may result in a grade of "F" in that class

NOTE: Remember to check this spring 2014 Schedule and register early! Classes may be cancelled due to low enrollment or classes may be full and closed. There are no "wait lists" available at LA Mission College.

COLLEGE RESOURCES FOR STUDENTS

Admissions and Records: Students can register for classes, request transcripts, file petitions for graduation, and drop classes at this office. For more information call 818-833-3322 or visit: http://www.lamission.edu/admissions/

Assessment Center: Offers student assessments in English, English-as-a-Second-Language (ESL) and Mathematics. Please contact the Assessment Center at (818) 364-7613 for more information or visit http://www.lamission.edu/assessment/

Bookstore: For hours of operation, book availability, buybacks, and other information call 818-364-7767 or 7768 or visit http://eagleslanding.lamission.edu/default.asp

Counseling Department Office: For appointments and information call 818-364-7655 or visit http://www.lamission.edu/counseling/

Disabled Students Programs and Services (DSP&S): For appointments, eligibility and information call 818-364-7732 or visit http://www.lamission.edu/dsps/

Extended Opportunity Programs and Services (EOPS): For appointments, eligibility and information call 818-364-7645 or visit http://www.lamission.edu/eops/

Financial Aid: For information and applications call 818-364-7648 or visit http://www.lamission.edu/financialaid/

Library: For information on hours, resources, workshops, and other services contact 818-364-7106 or visit http://www.lamission.edu/library/

Tutoring Services in Learning Center: Laboratories for Learning, Writing, Math & Science. Walk-in and appointment services offered. Call 818-364-7754 or visit www.lamission.edu/learningcenter/