



CULINARY ARTS INSTITUTE  
@ LOS ANGELES MISSION COLLEGE  
FOOD SERVICE MANAGEMENT/CULINARY ART PROGRAM  
PURCHASING & INVENTORY MANAGEMENT 105  
Syllabus  
Spring 2013

Section: 3264  
Units: 2  
Location: Culinary Arts Institute Building – Rm. 232  
Hours: Thursday  
Lecture – 3:30pm-5:35pm

**Texts:**

- NRAEF ManageFirst Program – Inventory and Purchasing, Competency Guide with Official ScanTron Mandatory
- Purchasing for Chefs a Concise Guide second edition, Author: Feinstein | Stefanelli
- The Book of Yields CD-ROM ONLY - Accuracy in food Costing and Purchasing Author: Lynch

Chef Instructor: Chef Jesus Sanchez, ECE  
Phone: 818.364.7600 ext. 7148  
Ext. Email: sanchejs@lamission.edu  
Office Location: Culinary Arts Institute Building, Faculty Offices – Rm. 215  
Office Hours: Thursday – 2:30pm-3:30pm or By Appointment

PREREQUISITE: Safety & Sanitation 050, Food Production 101 and Nutrition 021.  
Co-Requisite: Food & Beverage Cost Control/Records 106

WHAT ARE STUDENT LEARNING OUTCOMES?

- Student Learning Outcomes (SLO's) focus on designing curriculum around answering this question:
- What will a student be able to DO 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:

1. The student will have an understanding of the process of purchasing food, beverage, equipment, contract services and supplies and will be able to differentiate between commercial and noncommercial operations with 95% accuracy. Assessment: Videos, selected lecture reports, classroom handouts, internet research, quizzes, final exam questions, group discussion, progress test, oral presentations.

2. The student will develop the skills to compute portions and preparations required for large numbers of guests. Calculate the generally accepted principles and procedures of selection and procurement; determine the optimal amount, price, payment policy, and supplier. Apply the technology applications buyers and suppliers use. Assessment: Final exam questions, quizzes, production analysis team project, power point, lectures, class room group discussion.
3. Students will demonstrate knowledge of specific product characteristics, market distribution, grading standards, quality differences, and other selection factors, demonstrate the ability to develop and document policies and procedures for controlling the purchasing function in a hospitality operation. Assessment: Internet research, comprehensive final exam, analysis team project, power point, presentations, videos, selected lecture reports, oral presentations.

COURSE DESCRIPTION: This course is designed for students who intend to move into managerial roles in culinary operations. As such, this course will emphasize the development of practical purchasing skills in seven major areas – determining (1) what to sell, (2) what to buy, (3) who to buy it from, (4) how much to buy, (5) how to get the best deal, (6) how to actually purchase items, and (7) how to keep track of purchased items.

COURSE OBJECTIVES:

Upon completion of this course, students will be expected to answer the seven questions listed above in detail, apply that knowledge to practical working experiences, and handle purchasing activities in a way that is both professional and serves the restaurant's needs. Each chapter has a set of learning objectives [provided in the instructor's manual] that describe in greater detail the knowledge, skills, and abilities expected of students. These will be used as benchmarks for your progress throughout the course.

COURSE READINGS:

Additional readings may be brought to class or distributed by the instructor. Students are expected to read these materials and integrate them with the textbook's context. Teacher may invite guest purchaser speakers from current service provider for a real experience in the field of procurement in the private and retail sector.

Recommended Reading:

Feinstein, Stefanelli: *Purchasing: Selection and Procurement for the Hospitality Industry, 7th Edition.*

UNIFORM CODE: Students must be in proper CAI school uniform at all times. Hats and aprons are necessary only if food is being prepared. By law, students must wear appropriate attire in the food production laboratory. It is the student's responsibility to be dressed in clean, proper attire for all lab periods. 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!**

Complete Uniform:

- White Chef Coat, neckerchief/cravat, white apron, black skull cap, heavy non-slip black shoes with shoe laces/ties or clogs, black or white socks, and houndstooth/checkered pants. Student will be sent home and marked absent if not in full uniform.
- No nail polish, faux nails or rings. Nails must be trimmed and short. No excuse.
- No earrings (studs ok), nose rings or facial piercings.

ATTENDANCE: 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.

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.

ASSIGNMENTS & EVALUATION:

1. 4 Quizzes @ 25 points	=	100
2. Assignments/Homework	=	100
3. Midterm NRAEF Mandatory/Final Exam	=	200
4. Price Serevy Menu/Food & Wine Show	=	300
5. <u>Participation (15 sessions = 20 pts. Each)</u>	=	<u>300</u>
Total Points	=	1000

GRADING SCALE:

450-500	=	A
400-499	=	B
350-399	=	C
250-299	=	D
250 - below	=	F Fail

STUDENTS WITH SPECIAL NEEDS: If you have any health impairments that require regular medication, or any disability that might affect your performance in the class or lab, and would like your chef instructor to make special accommodations, please call our campus Special Services Director at 818-364-7734 as soon as possible. They 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.

DIETARY SERVICE SUPERVISOR STUDENTS: FOOD SERVICE MANAGEMENT 101: Students will learn to ensure that all foods are served by methods that conserve nutritive value, flavor and appearance and all foods are prepared in a form designed to meet individual needs. All substitutions should be similar nutritive value. Student's competency will be demonstration and evaluated by the Registered Dietitian/Professor.

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 PURCHASING & INVENTORY MANAGEMENT 105  
 THURSDAYS – 3:30pm-5:35pm  
 Course Outline  
 Spring 2012

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

WEEK 1	DATE	TOPIC	ASSIGNMENTS
Day 1 THURS	2/7	First Day! <ul style="list-style-type: none"> <li>• Introductions</li> <li>• Methodology of course study</li> <li>• Class Objectives</li> <li>• Course Outline</li> <li>• Syllabus</li> <li>• Class Assignments &amp; Readings</li> </ul> <p>The Culinary Arts Institute@ Los Angeles Mission College welcomes all students for an exciting spring semester 2012!</p> <p>BOOK 1: NRAEF</p> <ul style="list-style-type: none"> <li>- Introduction to Inventory and purchasing</li> <li>- The objectives of purchasing and what to buy</li> <li>- Definitions of purchasing terms: procurement, selection and competitive position; types of services to buy.</li> </ul>	<p><u>NRAEF ManageFirst - Inventory &amp; Purchasing:</u></p> <p>Readings: Chapter 1 and 2 (homework)</p> <p>Please make the necessary arrangements at your work and personal calendars to be able to participate with the events schedule for this spring semester 13'.</p> <p>Events are part of the overall grade as participation and assigned projects will have an effect on final grade.</p>
WEEK 2	DATE	TOPIC	ASSIGNMENTS
Day 2 THURS	2/14	<p>BOOK 1: NRAEF</p> <ul style="list-style-type: none"> <li>- The Purchasing functions</li> <li>- Food service operation: employees, job duties, ethical related purchasing, administrative activities.</li> <li>- Describe how purchasing functions is organizes: Skill, responsibilities, ethical considerations and administration.</li> </ul>	<p><u>NRAEF ManageFirst - Inventory &amp; Purchasing:</u></p> <p>Review Chapter 1 and 2 Class Dialogue</p> <p>Readings: Chapters 3 (homework)</p> <p>Quiz # 1 on Chapters 1 and 2.</p>

WEEK 3	DATE	TOPIC	ASSIGNMENTS
Day 3 THURS	2/21	BOOK 1: NRAEF <ul style="list-style-type: none"> <li>- Quality standards in purchasing</li> <li>- Factors affecting quality standards</li> <li>- The make-or-buy decision</li> </ul>	<u>NRAEF ManageFirst - Inventory &amp; Purchasing:</u> Review Chapter 3 Class Dialogue  Readings: Chapters 4 (homework)
WEEK 4	DATE	TOPIC	ASSIGNMENTS
Day 4 THURS	2/28	BOOK 1: NRAEF <ul style="list-style-type: none"> <li>- The procurement process and supplier selection.</li> <li>- Differentiate between perishable and nonperishable.</li> <li>- Define procuring product and services; perpetual and physical inventory. Importance of accessing and documenting purchasing.</li> </ul>	<u>NRAEF ManageFirst - Inventory &amp; Purchasing:</u> Review Chapter 4 Class Dialogue  Readings: Chapters 5 (homework)
WEEK 5	DATE	TOPIC	ASSIGNMENTS
Day 5 THURS	3/7	BOOK 1: NRAEF <ul style="list-style-type: none"> <li>- Inventory Control</li> <li>- Assign Field Project into Groups</li> <li>- Managing inventory: Volume, levels, and systems</li> <li>- Prepare for Mid-term</li> </ul> <p style="text-align: center;"><b>PROJECT 1:</b> <b>PRICE MENU FOR SERVERY</b> <b>PRICE WEEKLY CYCLE MENU</b></p>	<u>NRAEF ManageFirst - Inventory &amp; Purchasing:</u> Review Chapter 5 Class Dialogue  Quiz #2: Chapters 3-5  REVIEW NRAEF BOOK
WEEK 6	DATE	TOPIC	ASSIGNMENTS
Day 6 THURS	3/14	BOOK 2: Purchasing for Chefs – A Concise Guide & Book of Yields CD <ul style="list-style-type: none"> <li>- Menu Planning</li> <li>- What kind of stuff should I sell?</li> </ul>	<u>US Foods Sales Representative Presentation</u> Readings: Chapter 1 Mid-term Exam NRAEF
WEEK 7	DATE	TOPIC	ASSIGNMENTS
Day 7 THURS	3/21	BOOK 2: Purchasing for Chefs – A Concise Guide & Book of Yields CD <ul style="list-style-type: none"> <li>- Menu Planning</li> <li>- What kind of stuff should I sell?</li> </ul>	<u>Purchasing for Chef/Book of Yields:</u> Review Chapter 1 Class Dialogue  Readings: Chapter 2
WEEK 8	DATE	TOPIC	ASSIGNMENTS
Day 8 THURS	3/28	NON- INSTRUCTIONLA DAY NO CLASS!	HAVE A NICE SPRING BREAK!

WEEK 9	DATE	TOPIC	ASSIGNMENTS
Day 9 THURS	4/4	SPRING BREAK – NO CLASS	SPRING BREAK – NO CLASS
WEEK 10	DATE	TOPIC	<u>ASSIGNMENT</u>
Day 10 THURS	4/11	BOOK 2: Purchasing for Chefs – A Concise Guide & Book of Yields CD <ul style="list-style-type: none"> <li>- Product Quality</li> <li>- What kind of stuff should I buy?</li> </ul> <p><b>RAW-VEGAN-GLITEN FREE &amp; SUPER FOOD WORKSHOP 11 AM/2 PM</b></p>	<u>Purchasing for Chef/Book of Yields:</u> Review Chapter 1 & 2 Class Dialogue Quiz #3 – Chapters 1 & 2 Readings: Chapter 3
WEEK 11	DATE	TOPIC	ASSIGNMENTS
Day 11 THURS	4/18	BOOK 2: Purchasing for Chefs – A Concise Guide & Book of Yields CD <ul style="list-style-type: none"> <li>- Food Vendors</li> <li>- Who should I buy this stuff from?</li> </ul>	<u>Marsh Funch Stone Pizza Representative Presentation</u>  <u>Purchasing for Chef/Book of Yields:</u> Review Chapter 3 Class Dialogue  Readings: Chapter 4
WEEK 12	DATE	TOPIC	ASSIGNMENTS
Day 12 THURS	4/25	BOOK 2: Purchasing for Chefs – A Concise Guide & Book of Yields CD <ul style="list-style-type: none"> <li>- Purchase Order</li> <li>- How much stuff should I buy?</li> </ul>	<u>Purchasing for Chef/Book of Yields:</u> Review Chapter 4 Class Dialogue  Readings: Chapter 5
WEEK 13	DATE	TOPIC	ASSIGNMENTS
Day 13 THURS	5/2	BOOK 2: Purchasing for Chefs – A Concise Guide & Book of Yields CD <ul style="list-style-type: none"> <li>- Purchase Price</li> <li>- How do I get the best deal?</li> </ul> <p><b>PROJECT 2</b> <b><u>ASSIGN GROUPS FOR THE FOOD &amp; WINE FESTIVAL</u></b></p> <p>PARTICIPATION FOR THIS EVENT IS MANDATORY.</p>	<u>Urbani Truffles and procurement presenter Francesco Massini</u>  <u>Purchasing for Chef/Book of Yields:</u> Review Chapter 5 Class Dialogue  <u>NRAEF ManageFirst - Inventory &amp; Purchasing Final Test</u>  Readings: Chapter 6
WEEK 14	DATE	TOPIC	ASSIGNMENTS
Day 14 THURS	5/9	BOOK 2: Purchasing for Chefs – A Concise Guide & Book of Yields CD <ul style="list-style-type: none"> <li>- Ordering Process</li> <li>- How do I actually buy this stuff?</li> </ul> <p><b>PROJECT 2 WILL BE GRADED ON PARTICIPATION 5/11/13 DUE!</b></p>	<u>Purchasing for Chef/Book of Yields:</u> Review Chapter 6 Class Dialogue  Quiz #4 – Chapters 3 & 4 Readings: Chapter 7

WEEK 15	DATE	TOPIC	ASSIGNMENTS
Day 15 THURS	5/16	BOOK 2: Purchasing for Chefs – A Concise Guide & Book of Yields CD <ul style="list-style-type: none"> <li>- Storage &amp; Inventory Control</li> <li>- How do I keep track of all this stuff?</li> </ul>	Purchasing for Chef/Book of Yields: Review Chapter 7 Class Dialogue
WEEK 16	DATE	TOPIC	ASSIGNMENTS
Day 16 THURS	5/23	BOOK 2: Purchasing for Chefs – A Concise Guide & Book of Yields CD <ul style="list-style-type: none"> <li>- Accuracy in food costing and purchasing</li> <li>- Book of Yields CD usage</li> <li>- Explore data and prepare own recipes</li> </ul>	Prepare and Review for Finals Quiz #4 – Chapters 5, 6 & 7 Review for Exam
WEEK 16	DATE	TOPIC	ASSIGNMENTS
Day 16 THURS	5/30	Final Exam	GOOD LUCK!

NOTE: Remember to register for Fall 2013 session and register early! May is open registration. 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.

IMPORTANT DATES:

Holiday Schedule – No Classes

- President’s Day – February 15-18
- Cesar Chavez Day – April 1
- Spring Break – March 29-April 5 (No classes, campus offices are open)
- Memorial Day – May 27
- Independence Day – July 4

DROP Dates

- Drop classes without incurring fees or with a refund  
(Registration/parking/non-resident fees – 16-week semester-length classes)
- In Person/Internet ..... February 18
- Drop classes without receiving a "W"
- In Person (no refund) ..... February 18
- Internet (no refund) ..... February 18
- Drop classes with a "W" (Letter grade is required from this date forward)
- In Person ..... May 3
- Internet ..... May 5

If you stop attending a class (or wish to drop a class) YOU MUST DROP THE CLASS YOURSELF – OFFICIALLY – on or before May 3, 2013, through the Internet or In Person in the Office of Admissions & Records. Failure to do so may result in a grade of "F" in that class.