CULINARY ARTS INSTITUTE
@ LOS ANGELES MISSION COLLEGE
FOOD SERVICE MANAGEMENT/CULINARY ART PROGRAM
PURCHASING & INVENTORY MANAGEMENT 105
Syllabus
Spring 2014

Section: 3264
Units: 2
Location: Culinary Arts Institute Building – Rm. 232
Hours: Thursday
Lecture – 2:55pm-5:00pm

Texts:

- NRAEF ManageFirst – Purchasing, with answer sheet 2nd Edition
- Purchasing for Chefs: A Concise Guide 2nd Edition, Author: Feinstein/Stefanelli
- The Book of Yields CD-ROM ONLY - Accuracy in food Costing and Purchasing Author: Lynch

Chef Instructor: Chef Ramiro Villegas
Phone: 818.364.7600 ext. 4419
Ext. Email: villegr@lamission.edu
Office Location: Culinary Arts Institute Building, Production Kitchen – Office 117
Office Hours: 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.	13 Quizzes @ 10 points	=	130
2.	Homework	=	150
3.	Raw Vegan Seminar	=	100
4.	Midterm NRAEF Mandatory/Final Exam	=	200
5.	Physical Inventory/Create Order Guide	=	200
6.	Participation (15 sessions = 20 pts. Each)	=	300
	Total Points	=	1080

GRADING SCALE:

972 - 1080	= A	
864 - 971	= B	
756 - 863	= C	
648 - 755	= D	
647 - 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.

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THURSDAYS – 2:55pm-5:00pm
Course Outline
Spring 2014

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

WEEK 1	DATE	TOPIC	ASSIGNMENTS
Day 1 THURS	2/13	First Day! • Introductions • Methodology of course study • Class Objectives • Course Outline • Syllabus • Class Assignments & Readings The Culinary Arts Institute@ Los Angeles Mission College welcomes all students for an exciting spring semester 2014! BOOK 1: NRAEF-Introduction to Inventory and purchasing - Overview of Purchasing - Organization of Purchasing - Basic Steps in the Purchasing Process - Factors that Affect Purchasing - Common Restaurant and Foodservice Purchases - Evolution of Purchasing Systems	<u>NRAEF ManageFirst - Purchasing:</u> Readings: Chapter 1 *Please make the necessary arrangements at your work and personal calendars to be able to participate with the events schedule for this spring semester 14'.* *Events are part of the overall grade as participation and assigned projects will have an effect on final grade.*
WEEK 2	**DATE**	**TOPIC**	**ASSIGNMENTS**
Day 2 THURS	2/20	BOOK 1: NRAEF- Quality Requirements - The importance of quality standards. - Defining Quality with Product Specifications. - Make-or-Buy Analysis	<u>NRAEF ManageFirst - Purchasing:</u> Review Chapter 1 and Class Dialogue Quiz # 1 on Chapter 1 Readings: Chapters 2 Homework assignment

WEEK 3	DATE	TOPIC	ASSIGNMENTS
Day 3 THURS	2/27	BOOK 1: NRAEF- Purchase Quantity Requirements - Importance of Purchase Quantities - Factors Affecting Purchase Quantities - Forecasting Purchase Quantities - Effect of Product Yields on Purchase Quantities - Determining Quantities to order - Nontraditional Methods for Determining Quantities	NRAEF ManageFirst - Purchasing: Review Chapter 2 Class Dialogue Quiz # 2 on Chapter 2 Readings: Chapter 3 Homework assignment
WEEK 4	**DATE**	**TOPIC**	**ASSIGNMENTS**
Day 4 THURS	3/06	BOOK 1: NRAEF-Selecting Vendors - Importance of Selecting Vendors - Characteristics of the Best Vendors - Vendor Selection Decisions - Alternative Purchasing Sources - Vendors for Multiunit Organizations - Vendor Evaluation	NRAEF ManageFirst - Purchasing: Review Chapter 3 Class Dialogue Quiz # 3 on Chapter 3 Readings: Chapter 4 Homework assignment
WEEK 5	**DATE**	**TOPIC**	**ASSIGNMENTS**
Day 5 THURS	3/13	BOOK 1: NRAEF-Ordering Products: Pricing Decisions - Understanding Pricing - Negotiating Prices - Pricing Discounts	NRAEF ManageFirst - Purchasing: Review Chapter 4 Class Dialogue Quiz # 4 on Chapter 4 Readings: Chapter 5 Homework assignment Select Produce Representative Presentation
WEEK 6	**DATE**	**TOPIC**	**ASSIGNMENTS**
Day 6 THURS	3/20	BOOK 1: NRAEF-Ordering Products: Effective Procedures - Overview of the Ordering Process - Basic Steps in the Ordering Process - Special Ordering Concerns - Developing Vendor Contracts - Expediting Ordering Procedures - Technology and the Ordering Process	US Foods Sales Representative Presentation NRAEF ManageFirst - Purchasing: Review Chapter 5 Class Dialogue Quiz # 5 on Chapter 5 Readings: Chapter 6 Homework assignment
WEEK 7	**DATE**	**TOPIC**	**ASSIGNMENTS**
Day 7 THURS	3/27	BOOK 1: NRAEF-Purchasing Ethics and Vendor Relations - Purchasing Ethics - Vendor Relations - Managing inventory: Volume,	NRAEF ManageFirst - Purchasing: Review Chapter 6 Class Dialogue Quiz # 6 on Chapter 6

		levels, and systems	Readings: Chapter 7 Homework assignment
WEEK 8	DATE	TOPIC	ASSIGNMENTS
Day 8 THURS	4/03	BOOK 1: NRAEF-Purchasing Follow-Up - Receiving - Payment for Purchases - Purchasing Evaluation	NRAEF ManageFirst - Purchasing: Review Chapter 7 Class Dialogue Quiz # 7 on Chapter 7 Readings: Chapter 8 Homework assignment
WEEK 9	DATE	TOPIC	ASSIGNMENTS
Day 9 THURS	4/10	NON-INSTRUCTION DAY NO CLASS!	HAVE A NICE SPRING BREAK!
WEEK 10	DATE	TOPIC	ASSIGNMENT
Day 10 THURS	4/17	RAW-VEGAN-GLUTEN FREE & SUPER FOOD WORKSHOP 11 AM/2 PM - Prepare for NRAEF Exam	NRAEF ManageFirst - Purchasing: Review Chapter 8 Class Dialogue Quiz # 8 on Chapter 8
WEEK 11	DATE	TOPIC	ASSIGNMENTS
Day 11 THURS	4/24	NRAEF ManageFirst - Purchasing Exam BOOK 2: Purchasing for Chefs – A Concise Guide & Book of Yields CD - Menu Planning - What kind of stuff should I sell? - Product Quality - What kind of stuff should I buy?	Purchasing for Chef/Book of Yields: Review Chapter 1 & 2 Class Dialogue Quiz # 9 Readings: Chapters 3 & 4
WEEK 12	DATE	TOPIC	ASSIGNMENTS
Day 12 THURS	5/01	BOOK 2: Purchasing for Chefs – A Concise Guide & Book of Yields CD - Food Vendors - Who should I buy this stuff from? - Purchase orders - How much stuff should I buy?	Purchasing for Chef/Book of Yields: Review Chapters 3 & 4 Class Dialogue Quiz # 10 Readings: Chapters 5 & 6
WEEK 13	DATE	TOPIC	ASSIGNMENTS
Day 13 THURS	5/08	BOOK 2: Purchasing for Chefs – A Concise Guide & Book of Yields CD - Purchase Prices - How do I get the best deal?	Urbani Truffles and procurement presenter Francesco Massini Purchasing for Chef/Book of Yields: Review Chapter Class Dialogue Quiz # 11 Readings: Chapter 6
WEEK 14	DATE	TOPIC	ASSIGNMENTS
Day 14 THURS	5/15	BOOK 2: Purchasing for Chefs – A Concise Guide & Book of Yields CD - Ordering Process - How do I actually buy this stuff?	Purchasing for Chef/Book of Yields: Review Chapter 6 Class Dialogue Quiz # 12 Readings: Chapter 7

WEEK 15	DATE	TOPIC	ASSIGNMENTS
Day 15 THURS	5/22	BOOK 2: Purchasing for Chefs – A Concise Guide & Book of Yields CD - Storage & Inventory Control - How do I keep track of all this stuff?	Purchasing for Chef/Book of Yields: Review Chapter 7 Class Dialogue Quiz # 13
WEEK 16	DATE	TOPIC	ASSIGNMENTS
Day 16 THURS	5/29	Prepare and Review for Final	
WEEK 17	DATE	TOPIC	ASSIGNMENTS
Day 17 THURS	6/05	Final Exam	Good Luck!

NOTE: Remember to register for Fall 2014 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 14-17
Cesar Chavez Day – March 31
Spring Break – April 7 - 13 (No classes, campus offices are open)
Memorial Day – May 26
Non-Instructional Day – May 27
(No classes/College services open)
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 23
Drop classes without receiving a "W"
In Person (no refund) ..... February 23
Internet (no refund) ..... February 23
Drop classes with a "W" *(Letter grade is required from this date forward)*
Internet ..... May 11

If you stop attending a class (or wish to drop a class) YOU MUST DROP THE CLASS YOURSELF – OFFICIALLY – on or before May 11, 2011, 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.