

**DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION
COURSE OUTLINE – Fall 2024**

HP2310 (A2): Food and Beverage Operations – 3 (3-0-1) 60 Hours for 15 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

INSTRUCTOR: Bianca Dudenhoffer **PHONE:** (780) 539 - 2864
OFFICE: C205 **E-MAIL:** bdudenhoffer@nwpolytech.ca
OFFICE HOURS: Mon/Wed: 11:30 am – 1:00 pm or by appointment, best way to contact: email

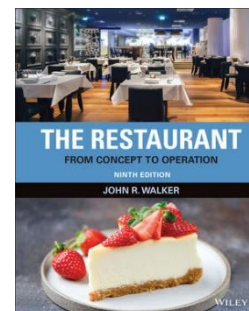
CALENDAR DESCRIPTION:

This course will give students a basic understanding of the management processes involved in food and beverage restaurant operations. They will examine essential elements of the industry including sanitation, food safety, equipment and restaurant layout, marketing, menu planning, and service techniques. In addition, this course will include a general overview of liquor operations and bartending.

PREREQUISITE: BA1010

REQUIRED TEXT/RESOURCE MATERIALS:

1. Walker, J. R., (2021). The restaurant: from concept to operation (9th edition). Wiley.
2. Advanced Food Safety Course (online) or provide proof of completion – approximately \$25.00 (Can.).
<https://www.safecheck1.com/product/food-handler-cn/>
3. Cesim Simulation – approximately \$62 (CAD funds)



DELIVERY MODE(S):

On-campus (face-to-face) – This type of course will be delivered on campus in a specific location which will be indicated on the student timetable. Students are expected to fully attend in person. Modules for the course will be posted online through myClass.

On a weekly basis, HP2410 has three hours of instructional time and one hour of lab time. The classwork will be comprised of lectures, class discussions, group work, presentations, and examinations. Where appropriate and when available, guest speakers and field study will be used, which may require flexibility in scheduling.

LEARNING OUTCOMES:

Upon completion of this course students will be able to:

1. Investigate and report on the emerging food and beverage industry trends and innovations with a focus on Canadian business.
2. Identify appropriate tools & equipment found in the food and beverage industry.
3. Distinguish the different restaurant types and ownership structures within the industry.
4. Describe how key factors (e.g., restaurant concept, style, and location) effect the success of a food and beverage operation.
5. Understand and explain the financial roles and responsibilities of a food and beverage manager in the success of the food and beverage business.
6. Describe an efficient purchasing, receiving, storing, and issuing control system for food and beverage operations.
7. Determine menu types appropriate to different food and beverage outlets.
8. Evaluate the restaurant menu as a marketing tool and investigate menu pricing methods.
9. Develop and maintain professionalism through appropriate appearance and effective communication techniques during the service of customers.
10. Define service styles and related duties.

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.alberta.ca>.

**** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

EVALUATIONS:

Assessment	Weighting
Advanced Food Safety Course	5%
Serving at the President's Ball	5%
Quizzes (11)	15%
Menu Design & Pricing Project	10%
Cesim Restaurant Simulation Game	25%
Canadian Food Industry Trends/Innovations Presentation	10%
Final Exam	30%
Total	100%

ASSIGNMENT AND PROJECT POLICIES:

- You are strongly encouraged to complete all exercises, assignments, quizzes, and exams.
- You must contact the instructor to make arrangements if you anticipate missing an evaluation BEFORE the evaluation date. Valid reasons include conflict with religious beliefs, domestic problems, bereavement, or illness. In the case of illness (physical, mental, or emotional), medical documentation may be required.
- Late assignments will have a 10% reduction per day, with no acceptance after 9 days late.
- Turnitin plagiarism-detecting software will be used in this course.

Quizzes

- There will be 11 quizzes administered through myClass throughout the semester. The student will be allowed 3 attempts for each quiz.
- All quizzes must be completed before the due date expires or the student will receive a mark of zero (0) for any missed quizzes. Once the quiz has been started, you must complete the entire quiz within the set time limit. Logging off or losing the internet connection during the quiz will result in a grade based only on the proportion of the exam that has been completed. It is important to have a reliable internet connection when attempting an exam.
- The lowest score on the quizzes will drop off, so you will be graded on 10 out of 11 quizzes.

Cesim Restaurant Simulation Game

- The Cesim software is a simulation of a restaurant. Teams of students will compete with their restaurants for market share and shareholder profitability. This is a fun, competitive, and real-life simulation game. Students are required to pay for the software in order to compete in a team.

Final Exam

- Final exams will be written as scheduled by the Registrar's office during the exam period. Do not plan activities during this period. Examinations will start at the scheduled time. Extra time will not be allotted to students who arrive late for an examination.
- Students who fail to report for a scheduled examination, and who do not qualify for a deferred examination, will receive a grade of "F" for the missed examination.
- Deferred final examinations may only be granted when an examination has been missed or interrupted because of illness, domestic problems, or a conflict with religious beliefs. In the case of illness (physical, mental, or emotional), medical documentation may be required.

GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Grading Chart for courses with Alpha Grading:

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	95-100	C+	2.3	67-69
A	4.0	85-94	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

COURSE SCHEDULE/TENTATIVE TIMELINE:

Module	Week Start Date	Topic	Required Reading	Activity
1	Sept 4	Course Information/ Course Overview	Course Outline	
2	Sept 8	Introduction	Chapter 1	CH 1 Quiz
3	Sept 15	Restaurants and Their Owners & Financing and Leasing	Chapter 2 & Chapter 9	CH 2 Quiz & CH 9 Quiz
4	Sept 22	Concept, Location, and Design	Chapter 3	Group Charter Due 11:59 pm CH 3 Quiz
5	Sept 29	Restaurant Industry Trends Presentations		
6	Oct 6	The Menu	Chapter 4	CH 4 Quiz
7	Oct 13	Menu Engineering & Strategies	Chapter 4	Menu Project Due 11:59 pm Sat, October 19: President's Ball
8	Oct 20	Planning and Equipping the Kitchen	Chapter 7	CH 7 Quiz
9	Oct 27	Food Purchasing	Chapter 8	CH 8 Quiz
10	Nov 3	Bar & Beverages	Chapter 10	CH 10 Quiz
11	Nov 10	FALL BREAK (NO CLASSES)		
12	Nov 17	Budgeting and Control	Chapter 11	CH 11 Quiz
13	Nov 24	Food Production and Sanitation	Chapter 12	Advanced Food Safety Course Proof Due CH 12 Quiz
14	Dec 1	Training and Service	Chapter 14	Cesim Reflection & Peer reviews Due CH 14 Quiz
15	Dec 8	Final Exam Review	All Chapters	Final Exam during Exam Period

The above schedule may be revised at the discretion of the instructor based on class requirements.

STUDENT RESPONSIBILITIES:

Attendance: Students are expected to attend all scheduled lectures, arrive on time, and remain for the duration of the activities. Arriving late and leaving early is disruptive to the entire class. Frequent tardiness may be treated as an absence. **Students with absences in excess of 6 classes may be refused permission to write the final exam.**

Email: Email is the preferred option to communicate with your instructor. **Email correspondence to your instructor must be sent from your NWP student email account.** Emails should be professionally formatted and include a subject, correct spelling and grammar, and a reference to course material and/or textbook pages, etc. Emails that do not adhere to this format may not be responded to.

Recording: Photographing and/or recording course content is strictly prohibited unless advance permission is obtained from the instructor and any guest presenter(s). In the event permission is granted, such recordings may only be used for individual study, and may not be reproduced, transferred, distributed or displayed in any public manner.

Please click on the following link to read the student Rights and Responsibilities Policy:

<https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=69>

STATEMENT ON ACADEMIC MISCONDUCT:

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

**Note: all Academic and Administrative policies are available on the same page.