



Grande Prairie Regional College

School of Business

Department of Business

COURSE OUTLINE – FALL 2007

HP 1220 3(3-0-1) – Food and Beverages Management

Instructor	Carolyn Vasileiou	Phone	539-2221
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Office Hours	Tuesday & Thursday 10:00 – 11:30 am or by appointment		

Prerequisite(s)/corequisite(s):

None

Required Text/Resource Materials:

Mill, Robert Christie. (2007) Restaurant Management: Customers, Operations, and Employees (Third Edition). New Jersey. Pearson Prentice Hall.

Description:

This course will examine the food service industry and outline the proper handling of food, fundamentals of preparing and cooking meals, key concepts related to plating and garnishing, appetizer production, portioning, salads, nutrition, buffets, baking, and desserts. This course will also provide a general overview of liquor operations and bartending.

Credit/Contact Hours:

This is a 3 credit course with 3 lecture hours per week and approximately 1 hour of experimental/field study time. Students are expected to attend all classes.

Delivery Mode(s):

Class time will involve lecture, group discussions, group work, individual reflection, examinations, guest speakers, community involvement, field study and presentations.

Objectives:

1. To acquaint students with an overview of the food and beverage sector.
2. To examine the food service industry including food production, as well as safe handling of food.
3. To identify crucial elements in successfully operating a restaurant.
4. To provide a general overview of liquor operations and bartending.
5. To examine cost control as it relates to the food and beverage sector.

Transferability:

University of Calgary (pending). Please consult receiving institution as transferability varies.

Grading Criteria:

Event Participation	10%
Major tests (2)	30%
Group Project	30%
Final Report – 20%	
Final Presentation – 10%	
Final Exam	30%

Grades will be assigned on the Letter Grading System.

Business Administration and Commerce Department

Grading Conversion Chart

Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A+	4	90 – 100	EXCELLENT
A	4	85 – 89	
A-	3.7	80 – 84	FIRST CLASS STANDING
B+	3.3	76 – 79	
B	3	73 – 75	GOOD
B-	2.7	70 – 72	
C+	2.3	67 – 69	SATISFACTORY
C	2	64 – 66	
C-	1.7	60 – 63	
D+	1.3	55 – 59	MINIMAL PASS
D	1	50 – 54	
F	0	0 – 49	FAIL

Course Policies:

All assignments must be word processed or typewritten.

Students are required to save a copy of any written work submitted for marking.

Assignments are due on the dates set by the instructor. If there is a valid reason for an extension, it must be requested prior to the due date. Unauthorized late assignments will have a 10% per-day late penalty applied to the assigned grade.

Regular attendance is critical to success in HP 1220. Should a student be unable to attend a class, it is the student's responsibility to acquire the material missed and to complete assigned readings, in-class work and assigned homework.

If a student is unable to attend a test, the instructor must be advised before the test is administered. The test will then be written at a time that is convenient for both the instructor and the student. Failure to notify the instructor of an absence will result in a grade of 0 for that test.

It is expected that students will be welcoming and attentive to all guest speakers.

Course Schedule/Timeline:

<u>Week</u>	<u>Topic</u>	<u>Required Reading</u>
September 4	Introduction and Overview	Read Chapter 1
September 10	The Shaping of a Restaurant; Catering Bartending	Chapter 1
September 17	Safety & Sanitation; Nutrition	Read Chapter 10
September 24	Marketing & Promotion	Read Chapter 3 & 4
October 1	Menus	Read Chapter 5
October 3	Exam	
October 8	Thanksgiving – no class	
	Service Delivery	Read Chapter 6
October 15	Physical Facility & Suppliers	Read Chapter 7 & 8

October 22	Kitchen Equipment	Read Chapter 9
October 29	Controlling Costs	Read Chapter 11
November 5	Employee Selection	Read Chapter 12
November 7	Exam	
November 12	No class	
	Training & Development	Read Chapter 13
November 19	Motivating Employees	Read Chapter 14
November 26	Restaurant Manager	Read Chapter 15
December 3	Review	

This schedule is subject to change depending on the needs of the class and the availability of guest speakers.

Examinations:

Final examinations will be scheduled by the Registrar during the period Monday, December 10, 2007 to Wednesday, December 19, 2007. **DO NOT PLAN ANY ACTIVITIES DURING THIS PERIOD.**

Statement on Plagiarism:

Plagiarism will not be tolerated. Please ensure you read and understand the College policy on plagiarism as published in the Calendar. If you have any questions as to whether or not you might be violating this policy, please discuss this with your instructor before you submit your assignment. The instructor reserves the right to use electronic plagiarism detection services.