



## DEPARTMENT OF BUSINESS

### COURSE OUTLINE – FALL 2014

#### HP 1220 (A2) - FOOD AND BEVERAGES MANAGEMENT 3(3-0-1) 60 HOURS

**INSTRUCTOR:** Carolyn Vasileiou

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**OFFICE:** C 201

**E-MAIL:** cvasileiou@gprc.ab.ca

**OFFICE HOURS:** Monday and Wednesday, 10-11:30 am or by appointment

**PREREQUISITE(S)/COREQUISITE:** No

#### **REQUIRED TEXT/RESOURCE MATERIALS:**

Hayes, D., Miller, A., & Ninemeier, J. (2014). *The Professional Restaurant Manager*. Upper Saddle River, NJ: Pearson Prentice Hall.

#### **CALENDAR DESCRIPTION:**

This course will examine the food service industry and the role of the restaurant manager. Aspects such as sanitation, food safety, nutrition, marketing, menu planning, and equipment layout will be covered. In addition, this course will include a general overview of liquor operations and bartending.

#### **CREDIT/CONTACT HOURS:**

This is a 3 credit course with two 80 - minute classes per week plus a weekly one - hour lab.

#### **DELIVERY MODE(S):**

Class time will involve lectures, group work, individual reflection, examinations, guest speakers, field study and presentations. As there is practical experience in this class, it will necessitate flexibility and class times may be adjusted to accommodate this.

**OBJECTIVES:**

1. Provide a general overview of the food and beverage sector.
2. Learn aspects from the front and back of house in relation to the food service industry.
3. Identify crucial elements in successfully operating a restaurant.
4. Examine cost control as it relates to the food and beverage sector.

**TRANSFERABILITY:**

Currently there is a 2&2 arrangement with Royal Roads University and other agreements are pending with various institutions. \*

\* 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.

**GRADING CRITERIA:**

Midterm	20%
Quizzes/assignments	20%
Project	30%
President’s Ball & journal response	10%
Final	20%
TOTAL:	100%

Grades will be assigned on the Letter Grading System.

<b>GRANDE PRAIRIE REGIONAL COLLEGE</b>			
<b>GRADING CONVERSION CHART</b>			
<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>	<b>Designation</b>
<b>A<sup>+</sup></b>	<b>4.0</b>	<b>90 – 100</b>	<b>EXCELLENT</b>
<b>A</b>	<b>4.0</b>	<b>85 – 89</b>	
<b>A<sup>-</sup></b>	<b>3.7</b>	<b>80 – 84</b>	<b>FIRST CLASS STANDING</b>
<b>B<sup>+</sup></b>	<b>3.3</b>	<b>77 – 79</b>	
<b>B</b>	<b>3.0</b>	<b>73 – 76</b>	<b>GOOD</b>
<b>B<sup>-</sup></b>	<b>2.7</b>	<b>70 – 72</b>	
<b>C<sup>+</sup></b>	<b>2.3</b>	<b>67 – 69</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2.0</b>	<b>63 – 66</b>	
<b>C<sup>-</sup></b>	<b>1.7</b>	<b>60 – 62</b>	
<b>D<sup>+</sup></b>	<b>1.3</b>	<b>55 – 59</b>	<b>MINIMAL PASS</b>
<b>D</b>	<b>1.0</b>	<b>50 – 54</b>	
<b>F</b>	<b>0.0</b>	<b>0 – 49</b>	<b>FAIL</b>
<b>WF</b>	<b>0.0</b>	<b>0</b>	<b>FAIL, withdrawal after the deadline</b>

### **EVALUATIONS:**

Final exams will be scheduled by the Registrar sometime during December 10 to 19. Please do not book major activities during this time.

### **STUDENT RESPONSIBILITIES:**

All assignments must be word processed unless otherwise indicated. 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 and realize they are representing the college when in the community on college related business.

**STATEMENT ON PLAGIARISM AND CHEATING:**

Refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at [www.gprc.ab.ca/about/administration/policies/\\*\\*](http://www.gprc.ab.ca/about/administration/policies/**)

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

**COURSE SCHEDULE/TENTATIVE TIMELINE:**

<u>Week</u>	<u>Topic</u>	<u>Required Reading</u>
Week 1	Course outline and introductions	
Week 2	The Restaurant Business	Chapter 1
Week 3	Developing a Restaurant	Chapters 2
Week 4	Legal Aspects of Restaurant Management	Chapter 3
Week 5	Managing a Professional Staff	Chapter 4
Week 6	Menu Planning	Chapter 5
Week 7 (October 13 – no class – Thanksgiving Day)	Managing Revenue	Chapter 12
Week 8	Serving Guests President's Ball ***	Chapter 9
Week 9	The Restaurant Facility	Chapter 6
Week 10	Food Production	Chapter 7

Week 11 (No classes November 10 and 11- Fall break)	Quality Foods	Chapter 8
Week 12	Beverage Products and Service	Chapter 10
Week 13	Cost Control and Profit	Chapter 11 and 13
Week 14	Student Presentations	

\*\*\*Note the President's Ball is an evening event on Saturday, October 25 at the Crystal Center downtown.

Please note: The above schedule may be revised at the discretion of the instructor based on class requirements and the availability of guest speakers.