PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE
MASTER SYLLABUS

PURCHASING
HSP 2000

Class Hours: 3.0          Credit Hours: 3.0
Laboratory Hours: 0.0     Revised: Fall 2004

NOTE: This course is not designed for transfer credit.

Catalog Course Description:

This course is intended to focus on the principles of how to select and procure items to be utilized in the hospitality industry.

Entry Level Standards:

Must be able to read, write, speak, and reason at the college level.

Prerequisite:

HSP 1200

Textbook(s) and Other Course Materials:


I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The concept of selection and procurement, Distribution Systems</td>
</tr>
<tr>
<td>2</td>
<td>Forces affecting the distribution systems; an overview of the purchasing function</td>
</tr>
<tr>
<td>3</td>
<td>The organization and administration of purchasing; the buyer's relations with other company personnel</td>
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<tr>
<td>4</td>
<td>The purchase specification; an overall view</td>
</tr>
<tr>
<td>5</td>
<td>The optimal amount; the optimal price</td>
</tr>
<tr>
<td>6</td>
<td>The optimal payment policy; the optimal supplier</td>
</tr>
<tr>
<td>7</td>
<td>Typical ordering procedures; typical receiving procedures; typical storage procedures</td>
</tr>
<tr>
<td>8</td>
<td>Security in the purchasing function, computer technology applications</td>
</tr>
<tr>
<td>9</td>
<td>Fresh produce; processed produce and other grocery items</td>
</tr>
<tr>
<td>10</td>
<td>Dairy products; eggs</td>
</tr>
<tr>
<td>11</td>
<td>Poultry, fish, meat</td>
</tr>
<tr>
<td>12</td>
<td>Alcoholic and nonalcoholic beverages</td>
</tr>
</tbody>
</table>
II. Course Objectives*:

A. Exhibit an adequate knowledge of hospitality product description and uses. I, IV, V, VI, VII, VIII

B. Demonstrate a complete and thorough understanding of the selection process for hospitality products. I, II, V, VI, VII, VIII

C. Demonstrate a complete and thorough understanding of the procurement process for hospitality products. I, II, V, VI, VII, VIII

D. Understand the relationship between the purchasing function and the other functions of hospitality management. I, II, V, VII

E. Demonstrate the ability to analyze specific purchasing documents and explain the events leading up to their preparation, as well as the events that occur after these documents are executed. I, II, IV, V, VII

*Roman numerals after course objectives reference goals of the Hospitality program.

III. Instructional Processes*:

Students will:

1. Write standardized product specifications for food service and lodging products. Active Learning Strategy, Communication Outcome, Problem Solving and Decision-Making Outcome

2. Work as groups to inspect a food service operation to determine any incorrect food storage problems. Active Learning Strategy, Communication Outcome, Problem Solving and Decision-Making Outcome

3. Strengthen analytical skills by solving cost control problems from supplied data and scenarios. Numerical Literacy Outcome, Personal Development Outcome

4. Develop standardized recipes specifically for portion cost control. Active Learning Strategy, Communication Outcome, Problem Solving and Decision-Making Outcome

5. Examine different supplier options to discover purchase price variations for specific hospitality items. Active Learning Strategy, Problem Solving and Decision Making Outcome

6. Examine specific food service products for the purpose of grading quality and size. Active Learning Strategy, Problem Solving and Decision Making Outcome

*Strategies and outcomes listed after instructional processes reference TBR’s goals for strengthening general education knowledge and skills, connecting coursework to experiences beyond the classroom, and encouraging students to take active and responsible roles in the educational process.

IV. Expectations for Student Performance*:

Upon successful completion of this course, the student should be able to:

1. Identify procurement and selection procedures for the hospitality industry. A, B

2. Identify hospitality products via standardized specifications. A, B, C
3. Utilize the various ordering techniques inherent to the hospitality industry. A, B, C
5. Establish effective purchasing function security measures. A, D, E
7. Track hospitality products from receiving to consumption. A, B, C, E
8. Utilize the Butcher's yield test for meats and recipes. E, F
9. Utilize menu engineering to accomplish an efficient and effective menu. E, F
10. Establish feasible controls for hospitality product storage. D, E, F
11. Determine recipe and portion cost controls via the use of purchasing. A, B, D, E

*Letters after performance expectations reference the course objectives listed above.

V. Evaluation:

A. Testing Procedures:

Students are evaluated primarily on the basis of tests. A minimum of three exams must be given accounting for 45% of the final semester grade.

B. Laboratory Expectations:

N/A

C. Field Work:

Students will be responsible for all Excel homework assignments and a minimum of two recipe evaluations as well as written income statement problems and analyses. These assignments will count 45% of the final semester grade.

D. Other Evaluation Methods:

Class participation, group work, and homework will also comprise the final grade for the course. Each instructor must provide full details the first week of class via a syllabus supplement. This portion of the final semester grade will amount to 10%.

E. Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>92-100</td>
<td>A</td>
</tr>
<tr>
<td>89-91</td>
<td>B+</td>
</tr>
<tr>
<td>82-88</td>
<td>B</td>
</tr>
<tr>
<td>79-81</td>
<td>C+</td>
</tr>
<tr>
<td>72-78</td>
<td>C</td>
</tr>
<tr>
<td>65-71</td>
<td>D</td>
</tr>
<tr>
<td>Below 65</td>
<td>F</td>
</tr>
</tbody>
</table>

VI. Policies:

A. Attendance Policy:

Pelissipii State Technical Community College expects students to attend all scheduled instructional activities. As a minimum, students in all courses must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. [NOTE: No differentiation is noted for excused/unexcused absences. These will be treated as an absence.] (Pelissipii State, 2004-2006 Catalog, page 83)
B. Academic Dishonesty:

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular Pellissippi State procedures as a result of academic misconduct, the instructor has the authority to assign an F or a zero for the exercise or examination or to assign an F in the course. *(Pellissippi State, 2004-2006 Catalog, pages 62-63)*

C. Accommodations for disabilities:

If you need accommodation because of a disability, if you have emergency medical information to share, or if you need special arrangements in case the building must be evacuated, please inform the instructor immediately. Privately after class or in the instructor's office.

To request accommodations students must register with Services for Students with Disabilities: Goins 127 or 131, Phone: (865) 539-7153 or (865) 694-6751 Voice/TDD.

D. Computer Usage Guidelines:

College-owned or –operated computing resources are provided for use by students of Pellissippi State. All students are responsible for the usage of Pellissippi State’s computing resources in an effective, efficient, ethical and lawful manner. *(Pellissippi State, 2004-2006 Catalog, pages 67-70)*