

PELLISSIPPI STATE COMMUNITY COLLEGE  
MASTER SYLLABUS

**PROFESSIONAL CATERING  
HSP 2250**

**Class Hours: 3.0**

**Credit Hours: 3.0**

**Laboratory Hours: 0.0**

**Revised: Fall 2015**

NOTE: This course is not designed for transfer credit.

**Catalog Course Description:**

This course examines the requirements to start and operate a catering company. Topics of discussion include kitchen equipment, regulations, operations and business planning.

**Entry Level Standards:**

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

**Corequisite:**

CULA 1320 or HSP 1200

**Textbook(s) and Other Course Materials:**

Mattel; Catering – A Guide to Managing a Successful Business Operation, Second Edition, 2016 Wiley, ISBN978-1-118-13797-0

**I. Week/Unit/Topic Basis:**

<b>Week</b>	<b>Chapter</b>	<b>Topic</b>
1		Syllabus/Introductions
2	1	Introduction to Catering
3	2	Starting your Catering Business
4	3	Pricing for Profit
5	4	Setting Up the Catering Kitchen
6	4, 5	Staffing
7	5, 6	Marketing
8	7	Event Planning
9	7	Event Planning
10	8	How Can We Serve You?

11	9	Food Preparation and Service
12		Fall Crush Event
13	10	Dining Room and Beverage Management
14	11, 12	Sample Menus and Service/Recipes for Catering
15		Final Exam

## II. Course Goals\*:

The course will:

- A. Expand student learning to an adequate knowledge of caterer types and client relationships. (I, II, VI)
- B. Expand student understanding of the planning and operation of catered events. (I, II, III, IV, V, VI)
- C. Expand student understanding of the management control process for catered events. (I, II, III, IV, V, VI)
- D. Enhance effective utilization of catering specific equipment as per professional standards. (III, IV)
- E. Expand student knowledge concerning the ability to plan, organize and implement a catering function. (I, II, III, IV, V, VI)

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

## III. Expected Student Learning Outcomes\*:

The student will be able to:

1. Discuss the catering industry and segment potential clients. (A)
2. Explain various types of catering events held on and off-premise. (A, B, D)
3. Differentiate between corporate and social catering. (A, B)
4. Gain an appreciation for the planning function of the catering business. (A, B, D, E)
5. Describe, plan, and expense a standardized menu. (A, B, C, D, E)
6. Discuss why catering plans must be flexible. (A, B, C, E)
7. Show the planning sequence all caterers must follow regardless of the event. (A, E)
8. Describe catering equipment, its uses and designs for specific specialty pieces. (A, B, D)

9. Explain the legal terms of a standard caterer's contract. (A, B, C)

\* Capital letters after Expected Student Learning Outcomes reference the course goals listed above.

#### IV. Evaluation:

- A. Testing Procedures: 60% of grade

Students are evaluated primarily on the basis of tests. A minimum of three exams must be given.

- B. Laboratory Expectations:

N/A

- C. Field Work: 20% of grade

Students will be responsible for observation of selected catering events and the affiliated assignments required throughout the semester.

- D. Other Evaluation Methods: 20% of grade

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.

- E. Grading Scale:

92 – 100 A  
89 - 91 B+  
82 – 88 B  
79 – 81 C+  
72 – 78 C  
65 – 71 D  
Below 65 F

#### V. Policies:

- A. Attendance Policy:

Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of Academic Affairs, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of Academic Affairs.

- B. Academic Dishonesty:

Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:

- Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving

- problems; or completing academic assignments.
- Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.
  - Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one's own work.
  - Taking an exam for another student.
  - Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor.
  - Any of the above occurring within the Web or distance learning environment.

Please see the Pellissippi State Policies and Procedures Manual, Policy 04:02:00 Academic/Classroom Conduct and Disciplinary Sanctions for the complete policy.

#### C. Accommodations for disabilities:

Students that need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his office. Students must present a current accommodation plan from a staff member in Disability Services (DS) in order to receive accommodations in this course. Disability Services may be contacted by sending email to [disabilityservices@pstcc.edu](mailto:disabilityservices@pstcc.edu), or by visiting Alexander 130. More information is available at <http://www.pstcc.edu/sswd/>.

#### D. Other Policies

##### 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.